

Job Description

Job Title: Supporter Care Administrator		Department: National Office (Finance)
1.	<p>Job Details</p> <p>(a) Responsible to: Office Manager (b) Working Hours: 32.5 p/w (9.00am – 4.00pm, Mon – Fri) (c) Salary: £18,864 (gross)</p>	
2.	<p>About CEF</p> <p>Child Evangelism Fellowship of Ireland’s vision is to enable every child, in every county, to be in God’s Word every day. We’re part of the worldwide CEF family, an interdenominational, international children’s mission, working in nearly every country around the globe. We work closely with the local church, enabling them to reach and disciple children with the Good News of Jesus, by providing training and engaging resources. We write material, hold camps and have year-round ministries to both children and teenagers. You can find out more about us at cefireland.com.</p> <p>Job Summary (Description of main purpose of job):</p> <ul style="list-style-type: none"> ▸ To represent CEF’s Christian ethos in undertaking of the duties of the post by applying a Christian mind and attitude to the role ▸ To apply Christian principles of stewardship of resources to the finance function of CEF ▸ To spiritually support the work of CEF through Christian prayer and fellowship within the office ▸ To provide prayerful support to CEF workers generally and to pray for financial matters relating to the workers and their ministry ▸ To seek ways to improve and expand the ministry of CEF ▸ Generally work in such a way as to advance the aims of CEF as set out above ▸ To ensure financial donations are properly recorded, designated and thanked ▸ To provide phone and email assistance to financial supporters of the mission ▸ Maintaining and updating the accounts held by the mission ▸ Maintaining local area, missionary and camp centre accounts 	
3	<p>Key Tasks</p> <ul style="list-style-type: none"> ▸ Providing prayer support to CEF workers and their ministry ▸ Prayerfully relying on God for the financial provision for CEF, its workers and their ministry ▸ Applying principles of Christian stewardship to the finance function of CEF ▸ Seeking God’s wisdom in working with the finances of CEF ▸ Giving wise counsel to colleagues, leadership and the Board in relation to the financial affairs of CEF ▸ Willingness to share own story of faith in Jesus in appropriate contexts ▸ Liaising with financials supporters and assisting them with any queries ▸ Posting of items onto SAGE ▸ Posting of donations to database and receipting supporters ▸ Analysis of bank statements ▸ Assisting in the analysis of and maintaining of standing orders ▸ Assisting CEF workers with queries in relation to their financial support ▸ Assisting with invoicing and recording payment of CEF Resources Shop materials ▸ Maintaining records relating to financial support for current/future projects ▸ End of month processing ▸ Bank account reconciliations ▸ Issuing cheques / BACS payments to suppliers ▸ Any other reasonable duties asked by the Fellowship ▸ Attend any courses as deemed necessary by the Fellowship ▸ Provide information to accountants / auditors as required 	

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.

Person specification for the post of Supporter Care Administrator

	Essential	Desirable
Qualifications	5 x GCSEs (or equivalent) at grade C or above, including Maths and English	
Experience	<p>Previous experience of working with finances/in a financial role, in a paid or voluntary capacity</p> <p>Previous experience in keeping financial records</p>	<p>Experience of providing assistance to financial supporters of a charity or church</p> <p>Customer service experience</p> <p>Experience of financial reporting</p> <p>Experience of working with accounting systems and software (particularly SAGE)</p> <p>Experience in preparing financial reports for senior management / board consideration</p> <p>Experience of managing bank reconciliations</p> <p>Experience in applying to charitable trusts for funding (i.e. grants for projects)</p>
Skills	<p>Excellent written and verbal communication skills</p> <p>Able to work on own initiative</p> <p>Able to work as part of a team</p> <p>Able to understand and follow policies and procedures</p> <p>Excellent organisational and administrative skills</p> <p>Analytical skills</p> <p>Able to work with a high degree of accuracy</p> <p>Ability to use Microsoft Office products (Excel, Outlook etc)</p>	<p>Ability to deliver presentations</p>
Personal / Character	<p>Demonstration of faith in Jesus and willing to share about own faith journey</p> <p>Willing to affirm CEF Statement of Faith</p> <p>Trustworthy, with strong ability to work under confidentially</p> <p>Willingness to learn, grow and adapt as role develops</p>	

CEF reserves the right to shortlist using the essential criteria only or by applying the desirable criteria. Any applicant who fails to demonstrate that they meet **all** the essential criteria will not be invited for interview.