

Job description

	Job Title: Finance Administrator (Maternity Cover)	Department: National Office
1.	Job details <ul style="list-style-type: none"> a) Responsible to: Office Manager b) Working hours: 22.5hours per week (working pattern subject to agreement) c) Salary: £15,251 d) Maternity cover for a term of up to one year 	
2.	About CEF <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 • Maintaining and updating the accounts held by the Fellowship. Responsible for the payment of bills, payroll, and maintaining up-to-date accounts • Maintaining local area, missionary and camp centre accounts • Working with accountants, compiling and completing monthly/quarterly reports for the Finance committee/Board of Trustees 	
3.	Key Tasks <ul style="list-style-type: none"> • Providing prayer support to the 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 and the Board in relation to the financial affairs of CEF • Willingness to share own story of faith in Jesus in appropriate contexts • Liaise with financial supporters when required • Record income and expenditure on SAGE • Entering other appropriate transactions into SAGE nominal ledger • Process, reconcile and analyse Paypal transactions • Analysis of bank statements • Analysis of and maintaining standing orders • Maintaining camp-centre accounts • End of month processing • Bank account reconciliations monthly • Gift Aid and Charitable Donations Scheme claims • Keeping supplier ledger up-to-date • Issuing cheques / BACS payments to suppliers • Payroll • Any other reasonable duties asked by the Fellowship • Attend any courses as deemed necessary by the Fellowship • Provide reports for Board of Trustees and Finance Committee on a monthly basis • 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.

CEF Recruitment – Finance Administrator (maternity cover)

Child Evangelism Fellowship of Ireland is a charity, registered with The Charity Commission for Northern Ireland (NIC 100984) and in the Republic of Ireland (RCN 20201509)

Person specification for the post of Finance Administrator (Maternity Cover)

	Essential	Desirable
Qualifications & Experience	<p>Previous experience of keeping financial records including double entry; AND</p> <p>Either:</p> <ol style="list-style-type: none"> 1. Maths GCSE (or equivalent) at grade B or above, plus four other GCSE's (or equivalent) at grade C or above to include English, plus a minimum of 2 years' experience of working in a financial role, in a paid or voluntary capacity; <p>OR</p> <ol style="list-style-type: none"> 2. Two A-levels (or equivalent) at grade C or above to include Maths, or Business Studies, or Accounting, plus Maths and English GCSE (or equivalent) at grade C or above, plus experience of working with finances/in a financial role in a paid or voluntary capacity. 	<p>Qualified accounting technician (or equivalent).</p> <p>Experience of working with Sage.</p> <p>Experience of working with accounting and other financial software.</p> <p>Experience of preparing financial reports for senior management / board consideration.</p> <p>Experience of completing bank reconciliations.</p> <p>Experience of processing payroll.</p> <p>Knowledge of HMRC (UK) and Revenue (ROI) requirements in relation to PAYE, Gift Aid and VAT.</p> <p>Experience of working in the faith charity sector.</p>
Skills	<p>Able to work as part of a team.</p> <p>Able to work on own initiative.</p> <p>Excellent IT skills, including proficient in the use of Microsoft Excel, Outlook and Word.</p> <p>Excellent written and verbal communication skills.</p> <p>Strong analytical and problem-solving skills.</p> <p>Able to work with a high degree of accuracy.</p> <p>Excellent organisation and administrative skills.</p> <p>Able to understand and follow policies and procedures.</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 with confidentiality.</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.