

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: up to 22.5hours per week (working pattern subject to agreement) c) Salary: £15,251 (pro-rated if working less than 22.5 hours). 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"> <input type="checkbox"/> To represent CEF’s Christian ethos in undertaking of the duties of the post by applying a Christian mind and attitude to the role <input type="checkbox"/> To apply Christian principles of stewardship of resources to the finance function of CEF <input type="checkbox"/> To spiritually support the work of CEF through Christian prayer and fellowship within the office <input type="checkbox"/> To provide prayerful support to CEF workers generally and to pray for financial matters relating to the workers and their ministry <input type="checkbox"/> To seek ways to improve and expand the ministry of CEF <input type="checkbox"/> Generally work in such a way as to advance the aims of CEF as set out above <input type="checkbox"/> Maintaining and updating the accounts held by the Fellowship. Responsible for the payment of bills, payroll, and maintaining up-to-date accounts <input type="checkbox"/> Maintaining local area, missionary and camp centre accounts <input type="checkbox"/> 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"> <input type="checkbox"/> Providing prayer support to the workers and their ministry <input type="checkbox"/> Prayerfully relying on God for the financial provision for CEF, its workers and their ministry <input type="checkbox"/> Applying principles of Christian stewardship to the finance function of CEF <input type="checkbox"/> Seeking God’s wisdom in working with the finances of CEF <input type="checkbox"/> Giving wise counsel to colleagues and the Board in relation to the financial affairs of CEF <input type="checkbox"/> Willingness to share own story of faith in Jesus in appropriate contexts <input type="checkbox"/> Liaise with financial supporters when required <input type="checkbox"/> Record income and expenditure on SAGE <input type="checkbox"/> Entering other appropriate transactions into SAGE nominal ledger <input type="checkbox"/> Process, reconcile and analyse Paypal transactions <input type="checkbox"/> Analysis of bank statements <input type="checkbox"/> Analysis of and maintaining standing orders <input type="checkbox"/> Maintaining camp-centre accounts <input type="checkbox"/> End of month processing <input type="checkbox"/> Bank account reconciliations monthly <input type="checkbox"/> Gift Aid and Charitable Donations Scheme claims <input type="checkbox"/> Keeping supplier ledger up-to-date <input type="checkbox"/> Issuing cheques / BACS payments to suppliers <input type="checkbox"/> Payroll <input type="checkbox"/> Any other reasonable duties asked by the Fellowship <input type="checkbox"/> Attend any courses as deemed necessary by the Fellowship <input type="checkbox"/> Provide reports for Board of Trustees and Finance Committee on a monthly basis <input type="checkbox"/> 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 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.