

## Job Description

	<b>Job Title:</b> Finance Assistant – Supporter Care (Fixed-term)	<b>Department:</b> National Office
<b>1.</b>	<b>Job details</b> <ul style="list-style-type: none"> <li>a) <b>Responsible to:</b> Office Manager (with daily oversight of workload from Finance Administrator/s)</li> <li>b) <b>Working hours:</b> 22.5 hours per week, with the possibility of up to full time hours (37.5 hours) for a candidate with wider finance office experience</li> <li>c) <b>Salary:</b> £25,419.72 (FTE)</li> <li>d) <b>Contract:</b> Fixed-term contract for 8 months with possible extension</li> </ul>	
<b>2.</b>	<b>About CEF</b> 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 <a href="http://cefireland.com">cefireland.com</a> .  <b>Job Summary (Description of main purpose of job)</b> <ul style="list-style-type: none"> <li>• To represent CEF’s Christian ethos in undertaking of the duties of the post by applying a Christian mind and attitude to the role</li> <li>• To apply Christian principles of stewardship of resources to the finance function of CEF</li> <li>• To spiritually support the work of CEF through Christian prayer and fellowship within the office</li> <li>• To provide prayerful support to CEF workers generally and to pray for financial matters relating to the workers and their ministry</li> <li>• To seek ways to improve and expand the ministry of CEF</li> <li>• Generally work in such a way as to advance the aims of CEF as set out above</li> <li>• To ensure financial donations are properly recorded, designated and thanked</li> <li>• To provide phone and email assistance to financial supporters of the mission</li> <li>• Depending on skills &amp; experience (as per Person Specification), you may also be required to: <ul style="list-style-type: none"> <li>○ Maintain and update the accounts held by the mission</li> <li>○ Maintain local area, missionary and camp centre accounts</li> </ul> </li> </ul>	
<b>3.</b>	<b>Key Tasks</b> <ul style="list-style-type: none"> <li>• Providing prayer support to CEF workers and their ministry</li> <li>• Prayerfully relying on God for the financial provision for CEF, its workers and their ministry</li> <li>• Applying principles of Christian stewardship to the finance function of CEF</li> <li>• Seeking God’s wisdom in working with the finances of CEF</li> <li>• Giving wise counsel to colleagues, leadership and the Board in relation to the financial affairs of CEF</li> <li>• Willingness to share own story of faith in Jesus in appropriate contexts</li> <li>• Assisting financial supporters with any queries</li> <li>• Posting of items onto SAGE</li> <li>• Posting of donations to database and receipting supporters</li> <li>• Preparation and recording of bank lodgement</li> <li>• Assisting in the analysis of and maintaining of standing orders</li> <li>• Assisting CEF workers with queries in relation to their financial support</li> <li>• Recording payment of CEF Resources Shop materials in Sage</li> <li>• Maintaining records relating to financial support for current/future projects</li> <li>• Assist with PayPal transactions processing and recording</li> <li>• Any other reasonable duties asked by the Fellowship</li> <li>• Attend any courses as deemed necessary by the Fellowship</li> <li>• Provide information to accountants / auditors as required</li> <li>• Depending on skills &amp; experience (as per Person Specification), you may also be required to: <ul style="list-style-type: none"> <li>○ Assist with end of month processing</li> <li>○ Assist with bank account reconciliations</li> <li>○ Assist with issuing cheques / BACS payments to suppliers</li> <li>○ Assisting with recording supplier payments in Sage</li> <li>○ Assisting with Gift Aid submissions and recording</li> </ul> </li> </ul>	

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

### CEF Recruitment — Finance Assistant (Temporary)

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 Assistant – Supporter Care (Temporary)

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<p>Maths GCSE at grade B or above, and 4 other GCSEs (or equivalent) at grade C or above, including English.</p> <p>Previous experience of working with finances/in a financial role, including keeping financial records, in a paid or voluntary capacity.</p> <p>Previous experience of working with Sage 50 Accounts, or similar bookkeeping/finance software.</p> <p>Previous experience in a customer/donor/public facing role, paid or voluntary.</p>	<p>Understanding of, and experience with, double entry bookkeeping.</p> <p>Qualified accounting technician (or equivalent).</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 finance sector.</p> <p>Experience in applying to charitable trusts for funding (i.e. grants for projects)</p>
<b>Skills</b>	<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>
<b>Personal/ Character</b>	<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.

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