

Job description

	Job Title: Finance Assistant	Department: National Office
1.	Job details <ul style="list-style-type: none"> a) Responsible to: Office Manager b) Working hours: 12 hours per week (working pattern subject to agreement) c) Salary: £8759.62 per annum 	
2.	About CEF 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 . Job Summary (Description of main purpose of job) <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 	
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 • Assisting financial supporters with any queries • Assisting CEF workers with queries in relation to donations they receive • Preparation and recording of bank lodgement • Recording of donations onto CRM software and Sage; and receipting supporters • Recording payments received for CEF Resources Shop materials in Sage • Entering other appropriate transactions into SAGE nominal ledger • Any other reasonable duties asked by the Fellowship • Attend any courses as deemed necessary by the Fellowship 	

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

CEF Recruitment — Finance Administrator 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

	Essential	Desirable
Qualifications & Experience	<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 in a paid or voluntary capacity.</p> <p>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>Experience of working in the faith charity sector.</p>
Skills	<p>Excellent IT skills, including proficient in the use of Microsoft Excel, Outlook and Word.</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>Excellent written and verbal communication skills.</p> <p>Able to understand and follow policies and procedures.</p> <p>Able to work as part of a team.</p> <p>Able to work on own initiative.</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.