



Churches
in Ireland
Connecting
in Christ

The Irish Council of Churches (ICC)

Candidate Pack

Administration and Finance Officer

May 2026

Introduction from the General Secretary

Thank you for your interest in joining Churches in Ireland – Connecting in Christ, the shared work of the Irish Council of Churches (ICC) and the Irish Inter-Church Meeting (IICM).

Churches in Ireland brings together a diverse range of Christian traditions across the island, united by a shared commitment to collaboration, mutual understanding and witness. Through our work, we seek to create meaningful opportunities for churches to work together, strengthen relationships across traditions, and contribute a thoughtful and compassionate Christian voice within society. At the heart of all we do is our common faith in Jesus Christ and a desire to express that faith through service, dialogue and action.

The Irish Council of Churches is one of the longest-established national ecumenical bodies in the world, with a strong and respected history of engagement on issues of justice, peace, and social inclusion. Alongside this, the Irish Inter-Church Meeting provides a vital space for collaboration between ICC member churches and the Irish Episcopal Conference of the Roman Catholic Church, ensuring that our shared work continues to evolve in a spirit of partnership and trust. We are now seeking to appoint a highly organised and motivated individual to provide essential administrative and financial support across the life of the organisation. This is a pivotal role that underpins the effectiveness of our programmes, meetings, and partnerships. The successful candidate will play a key part in ensuring the smooth running of our office, supporting governance structures, and maintaining strong relationships with our member churches and partners.

This position offers a unique opportunity to contribute to meaningful work that supports unity, dialogue and shared witness across Christian communities in Ireland. We are looking for someone who combines strong administrative and financial skills with initiative, attention to detail, and a commitment to the values of our organisation.

We hope this recruitment pack provides you with a clear picture of the role and the wider context of our work. We look forward to receiving your application.

Rev Dr Karen Campbell
General Secretary

Churches in Ireland – Connecting in Christ

Job Description - Administration and Finance Officer

Job Title	Administration and Finance Officer, Irish Council of Churches
Hours	30 hours a week
Location	Inter Church Centre, suite 1 Talbot street, St Anne's Cathedral with occasional requirement to travel within the island of Ireland for meetings and events
Salary	£29,758-£31,184 FTE (Pro rata to 30 hours per week £23,806-25,449)
Line Manager	General Secretary, Irish Council of Churches
Pension	10% employer 7% employee
Leave	25 days Annual leave plus 12 days statutory leave (Pro rata to 20 days annual leave and 10 days statutory)

Background

The Irish Council of Churches and the Irish Inter-Church Meeting work together under the title: Churches in Ireland - Connecting in Christ. They seek to develop opportunities for the churches in Ireland to work together, to provide a Christian voice in society, and so witness to their common belief in Jesus Christ.

The Irish Council of Churches (ICC) currently has fourteen member churches. It is one of the longest serving established national ecumenical bodies in the world and has a strong track record of addressing issues of justice, peace and integration as well as facilitating collaboration on key contemporary priorities.

The Irish Inter-Church Meeting (IICM) is the way in which the ICC churches and the Irish Episcopal Conference (Roman Catholic Church) collaborate (see www.irishchurches.org/ about for more details on these structures). Its work is carried forward by the Irish Inter Church Committee (IICC).

Job Purpose

To provide effective administrative and financial support to all aspects of the organisation

Key Responsibilities

The main duties will include:

Administrative Duties

- Ensuring the office is well managed and sufficiently supplied. Liaising with suppliers as required
- Providing administrative and logistical support to the General Secretary and staff team
- Convene and service meetings including timetabling, agenda preparation, minute taking, distribution of papers and reports for meetings
- Liaising with member churches and partner organisations

Job Description - Administration and Finance Officer

Key Responsibilities continued....

The main duties will include:

Providing logistical support for conferences, seminars and meetings at locations throughout Ireland

- Administrative support to ensure smooth running of liaison and working groups
- Providing general reception duties including hospitality, office mail, telephones and dealing with enquiries
- Ensuring efficient management of the offices in line with best practice and health and safety
- Oversight of office maintenance and service providers

B. Financial Administration

- Administration of a small payroll, pensions and all submissions to tax authorities
- (training provided if required)
- Book - keeping (SAGE) and maintaining financial records in line with best practice
- Reconciling bank and other accounting control accounts and placing monies on deposit when required
- Providing financial information as required to support financial planning.
- Assisting the General Secretary and Honorary Treasurer in the preparation of budgets and reports
- Preparation of management and year end accounts and liaising with Independent Examiners as required
- Preparation of event and seminar budget
- Invoicing tenants and member Churches
- Making payments of invoices and expenses (primarily online banking)
- Preparation of financial report for management committee
- Oversight of and reporting on project budgets including liaising with and reporting to funders
- Preparing returns for Charity Regulators and other statutory bodies
- Any other duties necessitated by the duties of the position and flexible demands of the organisation

General Responsibilities

- Act at all times in accordance with Irish Council of Churches policies and procedures, including health & safety, equality, diversity and inclusion, data protection, and complaints.
- Adhere to lone working policies and procedures, personal safety protocols during outreach and visits.
- Flexible working to include evenings and occasional weekends.
- Travel independently across the region as required.
- Attend and prepare for supervision, team meetings, training, and other forums as required.
- To attend training and continue their professional development. Keeping up to date with any new policy or legislative changes through research and training.

The key responsibilities above give a broad outline of the functions of the post.

However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager. The outline of responsibilities may change from time to time.



Churches
in Ireland
Connecting
in Christ

Administration and Finance Officer Person Specification

Person Specification - Administration and Finance Officer

Essential Criteria	Desirable Criteria
1.0 Qualifications and Knowledge	
<ul style="list-style-type: none"> • Minimum of 5 GCSE's (grades A-C) including English Language and Mathematics or equivalent qualifications • Proficient in use of Microsoft Packages • Proficiency in use of Microsoft Outlook or equivalent 	<ul style="list-style-type: none"> • Knowledge of Charity Accounting • A book-keeping or accounting qualification
2.0 Experience	
<ul style="list-style-type: none"> • Experience in an administration role of at least 1 year • 2 years' experience of managing finances and book-keeping • Experience of using Sage Accounting software or equivalent • Experience of working independently • Experience of managing office premises 	<ul style="list-style-type: none"> • Experience of preparing budgets and year end accounts • Experience of reporting to funders • Experience of taking minutes • Experience of administering payroll and pension • Experience of reception duties • Experience of logistical planning of events • Practical knowledge of desktop publishing • Experience of the voluntary, church or charity sector
3.0 Special Aptitudes	
<ul style="list-style-type: none"> • Ability to multi-task and relate to a wide cross section of people • Strong forward planning with ability to deliver high quality work to tight deadlines • Reliability and integrity • Excellent writing and communication skills • Excellent attention to detail • Proven ability to work as part of a team and to use own initiative when required • Willingness to perform additional tasks as required 	<ul style="list-style-type: none"> • Openness to new ideas and to learning new skills
4.0 Special Requirements	
<ul style="list-style-type: none"> • Must evidence an understanding of, and commitment to, working within the Christian inter-church ethos of the Irish Council of Churches • Willing and able to work occasionally outside office hours and travel to meetings throughout Ireland 	

**Irish Council of Churches
Inter-Church Centre
Suite 1, Belfast Cathedral Centre,
Donegall Street
Belfast,
BT1 2HB,
Northern Ireland
Charity no. 102643**