



**Churches  
in Ireland**  
Connecting  
in Christ

**Irish Council  
of Churches**

## **PERSONNEL SPECIFICATION**

<b>Job Title</b>	Finance and Administration Assistant (Part-time, 22.5 hours a week working Tuesday, Wednesday and Thursday)
<b>Salary</b>	£11,831 - £13,680 (Based on £19,719-£22,801 FTE)
<b>Responsible to</b>	General Secretary
<b>Expected start</b>	August 2019

### **Criteria**

#### **1. Qualifications and Knowledge**

##### **Essential**

- OCR Stage II Word-Processing or equivalent in competence or qualifications
- Minimum of 5 GCSEs (grades A-C) including English Language and Mathematics or equivalent qualifications
- Proficient in the use of Microsoft Word and Excel or Apple Pages and Numbers

##### **Desirable**

- Knowledge of Charity Accounts.

#### **2. Relevant Experience**

##### **Essential**

- Experience in an administrative role of at least 1 year
- Experience of managing finances and book-keeping
- Experience in using Sage Accounting Software
- Experience of working independently

##### **Desirable**

- Experience of administering payroll and pensions
- Experience of preparing budgets and year end accounts
- Experience of reporting to funders
- Experience of taking minutes
- Experience of reception duties
- Experience of logistical planning of events

**Irish Council of Churches  
Irish Inter-Church Meeting**

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### **3. Personal Attributes**

#### **Essential**

- Excellent writing and communication skills
- Ability to relate to a wide cross section of people
- Good organisational and collaborative skills
- Strong forward planning with ability to deliver high quality work to tight deadlines
- Reliability and integrity
- Openness to new ideas and to learning new skills
- Willingness to perform additional tasks as required
- Excellent attention to detail
- Ability to multi-task
- Proven ability to work as part of a team.

### **4. Physical Requirement**

#### **Essential**

- Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability)

### **5. Special Requirements**

#### **Essential**

- 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 of office hours and travel to meetings in the Republic of Ireland.