

JOB DESCRIPTION

Job Title	Finance and Administration Assistant (Part-time, 22.5 hours a week working Tuesday, Wednesday and Thursday)
Location	Based at 48 Elmwood Avenue, Belfast, and required to travel throughout the island of Ireland for meetings and events.
Salary	£14,238 - £16,437.60 pro rata (based on £23,730 - £27,396 FTE)
Responsible to	General Secretary
Main function of job	To provide effective administrative and financial support to all aspects of the organisation
Expected start	Early December 2017

Background

We seek to develop and provide a voice for Ireland's churches to connect through a common belief in Christ. Our vision is to be a benchmark of unity in Christ for churches and communities globally. We run a wide variety of events and meetings, across the island of Ireland, to realise our vision and engage with people and partners from across the churches. We seek a friendly and enthusiastic individual to set our values of integrity, trust and respect at the heart of our finance and administration.

Together with the Irish Inter-Church Meeting our members are the fifteen main Christian Churches in Ireland. We are one of the longest serving, established national ecumenical bodies in the world and have a proud track record of addressing issues of justice, peace, reconciliation and integration as well as facilitating collaboration on key contemporary priorities.

Together with our part-time Communications and Administration Assistant you will share the administration of the organisation, ensuring the office is covered at all times. You will be the first point of contact for our members, partners and tenants, managing our administration and finances to ensure the smooth running of the organisation. You will be a vital member of a small team providing key support to the General Secretary in our Belfast headquarters and financial administration for the Programme Officer, based in Dublin.

1. Financial administration

- Administration of small payroll, pensions and all submissions to the Revenue in Northern Ireland and the Republic of Ireland.
- Book-keeping (SAGE) and maintaining of financial records in line with best practice.
- Providing financial information as required to support financial planning.
- Assisting the Treasurer and General Secretary in preparation of budgets.
- Preparation of Year-End accounts.
- Preparation of event and seminar budgets.
- Invoicing to tenants and member churches.
- Oversight of payments for invoices & expenses (primarily online banking).

- Preparation of financial reports for management committee.
- Oversight & responsibility of project budgets, liaising with and reporting to funders.
- Preparing returns for the Charity Commission NI and the Charities Regulatory Authority RoI.

2. General administrative duties

Along with our part-time Communications and Administration Assistant:

- Ensuring office is well managed and sufficiently supplied.
- Provide administrative and logistical support to the General Secretary and team.
- Convene and service meetings including timetabling, minute taking, distribution of papers and reports for meetings.
- Routine liaising with member churches and partner organisations.
- Arrangements and logistical support for conferences, seminars and meetings at locations throughout the island of Ireland.
- Administrative support to ensure smooth running of liaison and working groups.
- Providing general reception services including hospitality, office mail, telephones and dealing with enquiries.
- Being regularly in sole charge of the office.

3. Office Management

- Ensuring efficient management of building in line with best practice of health and safety standards.
- Oversight of office maintenance and service providers.

4. Other duties

- Working to agreed priorities and tasks with the General Secretary.
- Other tasks as necessitated by the duties of the position and the flexible demands of the organisation.
- Willing and able to work occasionally outside of office hours and travel to meetings throughout the island of Ireland.



**Churches
in Ireland**
Connecting
in Christ

**Irish Council
of Churches**

PERSONNEL SPECIFICATION

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Interviews	Monday 6 November 2017

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 of working independently
- Experience of administering payroll and pensions
- Experience in using Sage Accounting Software

Desirable

- Experience of preparing budgets and year end accounts
- Previous 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.
- Access to a car for work purposes.