

# **WORLD MISSION AGENCY- WINNERS CHAPEL INTERNATIONAL-LEEDS**

## **FINANCE & ADMIN ASSIST. OFFICER**

**Responsible To: The Resident Pastor, the Mission Accountant and Mission Administrator**

### **MAIN PURPOSE OF JOB:**

*To maintain proper accounting records and providing management and financial information and provide administrative support to the church office*

### **MAIN RESPONSIBILITIES:**

#### **A: Finance**

#### **Budget Setting and Control:**

- Ensure all requests to purchase (RTP) are captured on budget monitoring workbook.
- Carry out monthly reconciliation of budget monitoring workbook.
- Act as interface between the Finance Office and the budget holders.

#### **Banking Duties:**

- Bank offerings from various services.
- Process charity vouchers received during services.
- Receive and bank donations received via post.

#### **Financial Reporting:**

- Report at month-end financial activities of WCI Leeds.
- Carry out bank reconciliation statements of both Income & ROF accounts of WCI Leeds.
- Report to Finance Officer WCI Liverpool on weekly basis operational & financial activities of the stations in charge of.

#### **Gift Aid Functions:**

- Ensure all Gift Aid cards for WCI Leeds are correctly collated and dispatched to Dartford for processing;
- Follow up on all Gift Aid queries from the Station and forward same to Dartford;
- Be the first point of contact on all matters relating to Gift Aid in the Station.

#### **Other duties:**

- Petty cash management.
- Declined cards management.
- Supervise counters on service days.
- Any other assigned tasks as appropriate to the level of post.

### **B: Administration**

- Ensure that the Church office is fully operational by implementing all agreed administrative/operational/regulatory requirements.
- Database Entry: input membership data into church office database and make routine address changes
- Prepare thank-you letters (new members and first timers etc.)
- Prepare mailing lists, for members lists, and first timers for special events
- Membership development: assist with follow up of members and first timers through e-mail, and telephone contact (text etc.)
- Office management: Maintain office filing and storage systems, keep filings/document management system for electronic and paper document
- Monitor and order office supplies
- Distribute/file all incoming mail
- General reception duties. Return calls as appropriate, usually per request of the Resident Pastor
- Type documents, reports and correspondence for the Resident Pastor
- Co-ordinate and organise appointments and meetings
- Monitor and maintain office supplies
- Ensure that office supplies are always available to support the administrative operations and Church activity/service units
- Ensure adequate logistics and efficient administration of WOFBI
- Ensure that there are back-ups for all electronics data held on PCs e.g. membership data, WOFBI data, purchase orders etc.
- Carry out any other instructions or ad-hoc tasks which the Resident Pastor/Mission Administrator/Mission Accountant deem necessary for effective church administration.