

**WORLD MISSION AGENCY- WINNERS CHAPEL INTERNATIONAL-
LUTON**

FINANCE & ADMIN ASSIST. OFFICER (Part Time – Maternity Cover)

SALARY: £18,859-£22,215 Pro-rata + Other Benefits & Outer London Weighting

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

MAIN PURPOSE OF JOB:

To maintain proper accounting records and provide management & financial information as well as provide administrative support to the church office

MAIN RESPONSIBILITIES:

A: Finance

Budget Setting and Control:

- Ensure all RTPs 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:

- Post and reconcile at month end financial activities of WCI Surrey and other stations as assigned.

Gift Aid Functions:

- Ensure all Gift Aid cards for WCI Surrey and other assigned stations are correctly collated and dispatched to Dartford for processing;
- Follow up on all Gift Aid queries for the assigned Stations and forward same to Dartford;
- Be the first point of contact on all matters relating to Gift Aid in the three Stations.

Other duties:

- Petty cash management.
- Declined cards management.

- Supervise counters on service days.
Any other assigned tasks as appropriate to the level of position

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.