

FINANCE & ADMIN OFFICER – WCI - SURREY

RESPONSIBLE TO: MISSION ACCOUNTANT, MISSION ADMINISTRATOR & RESIDENT PASTOR

The main purpose of the job is to:

1. Contribute to WMA-WCI effective and efficient financial management.
2. All Claims are processed and submitted in a timely manner and are compliant with HMRC rules.
3. To effectively provide administrative support for the management of WMA-WCI Surrey

MAIN RESPONSIBILITIES:

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 banks 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.

Administration

- Ensure that the Church office is operational by implementing all agreed administrative/operational/regulatory requirements.
- Database Entry: input membership data into Access database, 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 Local Church/Resident Pastor deem necessary for the church administration.

Criteria	Standard	Essential/Desirable	Measurement
Work Experience	At least 1 year experience of Accounting/Finance/ Data Entry	Essential	Application Form & Interview
	Experience using Raisers Edge System	Desirable	Application Form & Interview
	Ability to work independently on own initiative and also to contribute as part of a team	Essential	Application Form & Interview
	Ability to work under pressure, prioritise workload to manage competing tasks and meet strict deadlines	Essential	Application Form & Interview
	Ability to communicate effectively in person, in writing and over the telephone	Essential	Application Form & Interview
	Ability to work responsibly in dealing with confidential/sensitive information	Essential	Application Form & Interview
Knowledge	A relevant First Degree/HND equivalent qualification	Essential	Application Form
	At least BCC level of WOFBI	Essential	Application Form
	Excellent knowledge of Microsoft Excel and Word	Essential	Application Form, Interview & Test
Skills	Ability to use office computer systems including e-mail spreadsheets and databases	Essential	Application Form & Test
	Good numerical skills with an above average level of accuracy, consistency and attention to detail	Essential	Application Form & Test
	Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential	Application Form & Interview
	Strong organisational/Time Management skills/ Ability to prioritise and organise own workload / able to work to deadlines	Essential	Interview
	Excellent interpersonal skills	Essential	Interview
	Good numeracy skills, accuracy	Essential	Interview

	skills and attention to details		
Attitudes	A self-motivated and purpose driven individual with a positive 'can do' approach to work	Essential	Interview
	Positive approach to customer care and service delivery	Essential	Interview
	Willingness to learn and be proactive in all areas	Essential	Interview
	Willingness and ability to be flexible	Essential	Interview
	Strong sense of integrity and personal commitment to World Mission Agency's mission "liberating men from all oppressions of the devil"	Essential	Application Form & Interview