Job Description

Finance Administrator

JOB TITLE: Finance administrator

PLACE OF WORK: 6 Trust Court Histon Cambridge CB24 9PW (office-based location a

requirement for the role)

HOURS OF WORK: 37.5 hours per week. Typical working hours of 8.45am – 5pm, with 45-minute lunch break but some flexibility allowed

HOLIDAY: 37 working days allowed annually. This includes all statutory Bank Holidays, Christmas Eve, and the three days between Christmas and New Year.

SALARY: £20,500 pa

PENSION: Serving in Mission will include the employee in the charity’s Defined Contribution Pension scheme and will contribute 8% of salary. The employee’s personal pension contributions into the scheme will be set at 3% in line with Auto-enrolment pension legislation.

REPORTS TO: Finance Manager

CONTRACT: One year initially, with three month probation and permanent contract possible.

# VISION AND ETHOS

Serving In Mission is a community of God’s people committed to Biblical truth and to *working hand-in-hand with evangelical churches, to send and receive gospel workers equipped to cross barriers to make disciples in communities where Christ is least known.*

We believe that God has called us to show Christ’s love and compassion and share Christ’s message in communities where Jesus is least known. The post holder is therefore required to:

* Have a personal knowledge of and trust in Jesus Christ as Lord
* Model Christian discipleship in public and private life
* Sign their full agreement with the SIM Commitment Statement
* Have a belief in the power of Christian prayer for God to provide and guide in the needs of the mission

## POSITION DESCRIPTION

To ensure the smooth and accurate completion of weekly and monthly processing of donations, payments, and balancing of accounts. To answer enquiries and send reports. To work alongside a small team to meet demands and improve processes.

#### DUTIES & RESPONSIBILITIES

* To process donations and payments weekly
* To process insurance, life assurance and pension contributions monthly
* To handle supporter and mission worker queries coming in (phone, email, website)
* To ensure accurate processing of financial transactions and good customer service
* To ensure accurate and complete records are kept for each transaction, including on the CRM organisation’s database
* To complete end of month procedure including sending donor reports, reconciling bank and other accounts
* To liaise with Finance Manager, Treasurer, and Mission Support Assistant to complete finance tasks
* To improve the efficiency of our financial processes

#### OTHER

* To liaise within SIM offices worldwide as appropriate
* To perform other tasks as may be assigned from time to time in the areas of finance

## Person specification

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| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | A minimum of Math and English language GSCEs or equivalent. | AAT foundation certificate or equivalent |
| **Experience** | Experience organizing your own workload, meeting deadlines, and communicating clearly with others in writing and in person.  Experience following systems, policies, procedures. | Double entry bookkeeping experience  Experience of data input to a CRM database |
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| **Knowledge** | Ability to learn SIM mission policy, processes, and procedures.  Good knowledge of Excel, Word, and Outlook. | Double entry bookkeeping |
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| **Skills** | Excellent numerical skills  Strong time-management skills  Proven ability to meet deadlines  Professional communication skills by phone and in writing. | Strong problem-solving skills |
| **Personal Attributes** | Excellent work ethic and willingness to learn  Positive, flexible, and helpful attitude  Self-motivated and proactive attitude to work  Ability to work under own initiative and works well in a team  Able to maintain appropriate confidentiality  Attention to detail and commitment to accuracy | Continually looks for ways to improve systems and processes |
| **Other requirements** | Willingness to help the team on ad-hoc reasonable tasks related to finance, donations and/or smooth functioning of the office. |  |