

## JOB DESCRIPTION

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| <b>Job Title</b>            | Finance and Administration Officer, Irish Council of Churches   |
| <b>Working Hours</b>        | 30 hours a week   |
| <b>Location</b>             | Inter Church Centre, Unit 1 St Anne's Cathedral, Belfast,<br>occasional requirement to travel within the island of Ireland for<br>meetings and events |
| <b>Salary Scale</b>         | £21,590-£24,862 (pro rata for 30 hours a week £26,987-£31,078)  |
| <b>Line Manager</b>         | General Secretary   |
| <b>Main function of job</b> | To provide effective administrative and financial support to all<br>aspects of the organisation   |

## BACKGROUND

The Irish Council of Churches and the Irish Inter-Church Meeting work together under the title: Churches in Ireland - Connecting in Christ. They seek to develop opportunities for the churches in Ireland to work together, to provide a Christian voice in society, and so witness to their common belief in Jesus Christ.

The Irish Council of Churches (ICC) currently has fourteen member churches. It is one of the longest serving established national ecumenical bodies in the world and has a strong track record of addressing issues of justice, peace and integration as well as facilitating collaboration on key contemporary priorities.

The Irish Inter-Church Meeting (IICM) is the way in which the ICC churches and the Irish Episcopal Conference (Roman Catholic Church) collaborate (see [www.irishchurches.org/about](http://www.irishchurches.org/about) for more details on these structures). Its work is carried forward by the Irish Inter Church Committee (IICC)

## MAIN DUTIES

The main duties will include,

### A. Financial Administration

- Administration of a small payroll, pensions and all submissions to tax authorities
- Book – keeping (SAGE) and maintaining financial records in line with best practice
- Reconciling bank and other accounting control accounts and placing monies on deposit when required
- Providing financial information as required to support financial planning.

- Assisting the General Secretary and Honorary Treasurer in the preparation of budgets and reports
- Preparation of management and year end accounts and liaising with Independent Examiners as required
- Preparation of event and seminar budgets
- Invoicing tenants and member Churches
- Making payments of invoices and expenses (primarily online banking)
- Preparation of financial report for management committee
- Oversight of and reporting on project budgets including liaising with and reporting to funders
- Preparing returns for Charity Regulators and other statutory bodies

**B. Administrative Duties**

- Ensuring the office is well managed and sufficiently supplied. Liaising with suppliers as required
- Providing administrative and logistical support to the General Secretary and staff team
- Convene and service meetings including timetabling, agenda preparation, minute taking, distribution of papers and reports for meetings
- Liaising with member churches and partner organisations
- Providing logistical support for conferences, seminars and meetings at locations throughout Ireland
- Administrative support to ensure smooth running of liaison and working groups
- Providing general reception duties including hospitality, office mail, telephones and dealing with enquiries
- Ensuring efficient management of the offices in line with best practice and health and safety
- Oversight of office maintenance and service providers
- Upload information to social media sites and the Council's website and assist with proof reading

Any other duties necessitated by the duties of the position and flexible demands of the organisation

February 2025