



PERSONNEL SPECIFICATION

Job Title	Finance and Administration Officer, Irish Council of Churches
Location	Inter Church Centre, St Anne's Cathedral, Belfast
Salary Scale	£26,987-£31,078 (pro rata for 30 hours a week 21,590-24,862)
Hours	30 hours per week
Line Manager	General Secretary

CRITERIA

1. Qualifications and Knowledge

Essential

- Minimum of 5 GCSE's (grades A-C) including English Language and Mathematics or equivalent qualifications
- Proficient in use of Microsoft Word and Excel and/or Apple Pages and Numbers
- Evidence of Word-Processing competence or qualifications

Desirable

- Knowledge of Charity Accounting
- Experience of uploading information to social media platforms and a website
- A book-keeping or accounting qualification

2. Relevant Experience

Essential

- Experience in an administration role of at least 1 year
- Experience of managing finances and book-keeping
- Experience of using Sage Accounting software or equivalent
- Experience of working independently
- Experience of administering payroll and pension

Desirable

- Experience of preparing budgets and year end accounts
- Experience of reporting to funders
- Experience of taking minutes
- Experience of managing office premises
- Experience of reception duties
- Experience of logistical planning of events
- Practical knowledge of desktop publishing

- Experience of the voluntary, church or charity sector

3. Personal Attributes

Essential

- Ability to multi-task and relate to a wide cross section of people
- Strong forward-planning with ability to deliver high quality work to tight deadlines
- Reliability and integrity
- Excellent writing and communication skills
- Excellent attention to detail
- Proven ability to work as part of a team and to use own initiative when required
- Willingness to perform additional tasks as required

Desirable

- Openness to new ideas and to learning new skills

4. Physical Requirements

Essential

- Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability)
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5. Special Requirements

Essential

- Must evidence an understanding of, and commitment to, working within the Christian inter-church ethos of the Irish Council of Churches
- Willing and able to work occasionally outside office hours and travel to meetings throughout Ireland

February 2025