



**Churches
in Ireland**
Connecting
in Christ

**Irish Council
of Churches**

JOB DESCRIPTION

Job Title	Finance and Administration Assistant (Maternity Cover, Part-time 22.5 hours a week)
Location	Inter Church Centre, 48 Elmwood Avenue, Belfast
Salary	£19,621 pro rata
Responsible to	Executive Officer
Main function of job	To provide effective administrative and financial support to all aspects of the organisation
Expected start	Early November 2014

Background

We seek to develop and provide a voice for Ireland's churches to connect through a common belief in Christ. Our vision is to be a benchmark of unity in Christ for churches and communities globally. We run a wide variety of events and meetings to realise our vision and engage with people and partners from across the churches and throughout the whole island of Ireland. We seek a friendly and enthusiastic individual to provide maternity cover, setting our values of integrity, trust and respect at the heart of our finance and administration.

Together with the Irish Inter Church Meeting our members are the fifteen main Christian Churches in Ireland. We are one of the longest serving, established national ecumenical bodies in the world and have a proud track record of addressing issues of justice, peace, reconciliation and integration as well as facilitating collaboration on key contemporary priorities.

Together with our part-time Communications and Administration Assistant you will share the administration of the organisation, ensuring the office is covered at all times. You will be the first point of contact for our members, partners and tenants, managing our administration and finances to ensure the smooth running of the organisation. You will be a vital member of a small team providing key support to the Executive Officer in our Belfast headquarters.

1. Financial administration

- Administration of small payroll pensions and all submissions to Revenue
- Book-keeping (SAGE) and maintaining of financial records in line with best practice
- Providing financial information as required to support financial planning
- Assisting the Treasurers and Executive Officer in preparation of budgets
- Preparation of Year-End accounts
- Preparation of event and seminar budgets
- Invoicing to tenants and member churches
- Oversight of payments for invoices & expenses (primarily online banking)
- Preparation of financial reports for management committee
- Oversight & responsibility of project budgets, liaising with and reporting to funders.

**Irish Council of Churches
Irish Inter-Church Meeting**

48 Elmwood Avenue
Belfast BT9 6AZ
T : +44 (0) 28 9066 3145
E : info@churchesinireland.com
www.churchesinireland.com

2. General administrative duties

Along with our part-time Communications and Administration Assistant

- Ensuring office is well managed and sufficiently supplied
- Provide administrative and logistical support to the Executive Officer and team
- Convene and service meetings including timetabling, minute taking, distribution of papers and reports for meetings
- Routine liaising with member churches and partner organisations
- Arrangements and logistical support for conferences, seminars and meetings
- Administrative support to ensure smooth running of liaison and working groups
- Providing general reception services including hospitality, office mail, telephones and dealing with enquiries
- Being regularly in sole charge of the office

3. Office Management

- Ensuring efficient management of building in line with best practice of health and safety standards
- Oversight of office maintenance and service providers

4. Other duties

- Working to agreed priorities and tasks with the Executive Officer
- Other tasks as necessitated by the duties of the position and the flexible demands of the organisation
- Willing and able to work occasionally outside of office hours and travel to meetings in the Republic of Ireland
- Understand and work within the ethos and values of the ICC, acting in a professional and ethical way at all times when representing the organisation
- Respect the diversity of other people's culture, faith and practice.



**Churches
in Ireland**
Connecting
in Christ

**Irish Council
of Churches**

PERSONNEL SPECIFICATION

Job Title	Finance and Administration Assistant (Maternity Cover, Part-time, 22.5 hours a week)
Salary	£19,621 pro rata
Responsible to	Executive Officer
Expected start	Early November 2014
Interviews	27th October 2014

Criteria

1. Qualifications and Knowledge

Essential

- OCR Stage II Word-Processing or equivalent in competence or qualifications
- Minimum of 5 GCSEs (grades A-C) including English Language or equivalent qualifications
- Excellent computer skills in Macintosh or Microsoft platforms
- Excellent knowledge of Microsoft Word and Excel or Apple Pages and Numbers
- Knowledge of Accounting Software

Desirable

- GCSE Mathematics grade C or equivalent
- Knowledge of Sage Accounting Software
- Knowledge of Charity Accounts.

2. Relevant Experience

Essential

- Experience in an administrative role of at least 1 year
- Experience of managing finances and book-keeping
- Experience of working independently.

Desirable

- Experience of preparing budgets and year end accounts
- Previous experience of reporting to funders
- Experience of administering payroll and pensions
- Experience of taking minutes
- Experience of reception duties
- Experience of logistical planning of events and/or providing hospitably clients.

**Irish Council of Churches
Irish Inter-Church Meeting**

48 Elmwood Avenue
Belfast BT9 6AZ
T : +44 (0) 28 9066 3145
E : info@churchesinireland.com
www.churchesinireland.com

3. Personal Attributes

Essential

- Exceptional writing and communication skills
- Ability to relate to a wide cross section of people
- Good organisational and collaborative skills
- Ability to motivate and negotiate to achieve positive agreements with a variety of people
- Strong forward planning with ability to deliver high quality work to tight deadlines
- Reliability and integrity along with a friendly and enthusiastic approach
- Openness to new ideas and to learning new skills
- Willingness to perform additional tasks as required on occasions
- Excellent attention to detail.

Desirable

- Ability to multi-task
- Proven ability to work as part of a team.

4. Physical Requirement

Essential

- Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability)
- Dress and appearance – must be acceptable to management within the working environment.

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 of office hours and travel to meetings in the Republic of Ireland.



**Churches
in Ireland**
Connecting
in Christ

**Irish Council
of Churches**

PERSONNEL SPECIFICATION

Job Title	Finance and Administration Assistant (Maternity Cover, Part-time, 22.5 hours a week)
Salary	£19,621 pro rata
Responsible to	Executive Officer
Expected start	Early November 2014
Interviews	27th October 2014

ESSENTIAL CRITERIA

1. Qualifications and Knowledge

OCR Stage II Word-Processing or equivalent in competence or qualifications
Minimum of 5 GCSEs (grades A-C) including English Language or equivalent qualifications
Excellent computer skills in Macintosh or Microsoft platforms

**Irish Council of Churches
Irish Inter-Church Meeting**

48 Elmwood Avenue
Belfast BT9 6AZ
T : +44 (0) 28 9066 3145
E : info@churchesinireland.com
www.churchesinireland.com

Excellent knowledge of Microsoft Word and Excel or Apple Pages and Numbers

Knowledge of Accounting Software

2. Relevant Experience

Experience in an administrative role of at least 1 year

Experience of managing finances and book-keeping

Experience of working independently

3. Personal Attributes

Exceptional writing and communication skills

Ability to relate to a wide cross section of people

Good organisational and collaborative skills

Ability to motivate and negotiate to achieve positive agreements with a variety of people
Strong forward planning with ability to deliver high quality work to tight deadlines
Reliability and integrity along with a friendly and enthusiastic approach
Openness to new ideas and to learning new skills

Willingness to perform additional tasks as required on occasions
Excellent attention to detail.

4. Physical Requirement

Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability)
Dress and appearance – must be acceptable to management within the working environment.

5. Special Requirements

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 of office hours and travel to meetings in the Republic of Ireland.

DESIRABLE CRITERIA

1. Qualifications and Knowledge

GCSE Mathematics grade C or equivalent
Knowledge of Sage Accounting Software

Knowledge of Charity Accounts

2. Relevant Experience

Experience of preparing budgets and year end accounts

Previous experience of reporting to funders

Experience of administering payroll and pensions

Experience of taking minutes

Experience of reception duties

Experience of logistical planning of events and/or providing hospitably clients.

3. Personal Attributes

Ability to multi-task

Proven ability to work as part of a team.

DECLARATION

To the best of my knowledge and belief, the information given on this applicant's specification is true and I have disclosed all information that I consider to be relevant to the application.

Signature of Applicant: Date:

Please ensure that you have also completed the Application Form and return both to the Executive Officer, Irish Council of Churches, 48 Elmwood Avenue, Belfast BT9 6AZ by 12 noon on Wednesday 22nd October 2014

Signed PDFs may be emailed before the closing date with hard signed copies to immediately follow by post.

APPLICATION FORM

Job Title Finance and Administration Assistant (Maternity Cover)

Questions should be answered in BLOCK CAPITALS using black ink.

PLEASE DO NOT SUBMIT A CV

PERSONAL DETAILS

Surname			
Title			
Forename(s)			
Address			
Postcode			
E-mail			
Tel. No.			
Mobile		Business (if appropriate)	
Current Salary			
Where did you hear about this post?			

**Irish Council of Churches
Irish Inter-Church Meeting**

48 Elmwood Avenue
Belfast BT9 6AZ
T : +44 (0) 28 9066 3145
E : info@churchesinireland.com
www.churchesinireland.com

EMPLOYMENT RECORD

Please record your last five jobs. Give brief particulars of the positions you have held and the experience you have obtained. Please start with your present or most recent employer. Please provide reasons for any gaps in your employment. You may wish to submit this information in a sealed envelope with your name and marked "Confidential ER"

Dates		Employers Name, Location and Type of Business	Duties, Status and Nature of Work	Reason for Leaving
From	To			

EDUCATIONAL BACKGROUND

Dates		Secondary Schools, Colleges and Universities etc in chronological order	
Exam	Date	Subject taken	Grade
GCSEs NVQs or equivalent			
A Levels or equivalent			
Degree or equivalent			

Any additional qualifications gained (eg professional, vocational or training programmes attended)

--

DETAILS OF REGISTRATION WITH A REGULATORY BODY

Regulatory Body	Reg. Number	Date Registered

ADDITIONAL INFORMATION

Please indicate any other information in addition to the Applicant's Specification, which you feel may be helpful in assessing your suitability for the position and the duties outlined in the Job Description. If necessary, attach additional sheets.

REFERENCES

Please include details of your current/most recent employer in addition to one other referee. Referees must not be related to you. Any offer of employment will be made subject to the receipt of satisfactory references.

Name and Position of Referee	Capacity in which known to Referee	Address, E-mail and Telephone Number

If you have any criminal convictions which are not regarded as spent under the Rehabilitation of Offenders Act 1974, please give details in a separate, sealed envelope, marked “confidential”.

- Do you have a driving licence? **Yes/No**
- Are you a British subject or national of any EU country? **Yes / No**
- Do you need a work permit to work in the UK? **Yes / No**

DECLARATION

To the best of my knowledge and belief the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant to the application. I understand that if I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

Signature of Applicant: Date:

*Please ensure that you have **also completed the Personnel Specification** and return both to the Executive Officer, Irish Council of Churches, 48 Elmwood Avenue, Belfast BT9 6AZ **by 12 noon on Wednesday 22nd October 2014***
Signed PDFs may be emailed before the closing date with hard signed copies to immediately follow by post.