

Job Title:	Finance Assistant	Team:	Finance and Operations	Status	Permanent
Reports to:	Finance Manager	Group:	Finance and Operations	Work Pattern	Full Time, office based in Enysham
Job Purpose:	To support the Finance and Operations team in the accurate and timely recording and retrieving of financial transactions and data. To provide excellent donor care to supporters through accurate maintenance of the CRM Database, including effective handling of supporter and missionary queries. To provide finance and operations support, contributing to an effective and excellent finance team and ensuring the effective maintenance of the office environment in accordance with its Christian ethos.				

Key Responsibilities	Experience & Qualifications	Job Context
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General Finance Duties
 Accurate and timely recording of all donations received on donor database.
 Ensuring restricted income is allocated in accordance with donor wishes.
 Accurate processing of donations through credit card machine.
 Accurate and timely bank reconciliations (including foreign currency bank accounts).
 Accurate and timely processing and reconciliation of petty cash (including foreign cash).
 Accurate and timely processing of Supplier invoices
 Accurate processing of expense claims in line with Expense policy and procedure.
 Gift Aid Administration.
 Provide support in terms of payroll processing and payment runs.
 Prays with donors via telephone if required

Support annual audit, year-end and month end cycles to ensure timely and accurate financial records.
 Ad-hoc and other financial duties as may become necessary.

General Operations
 Primary responsibility for opening incoming post in line with CWI policies around handling of post.
 Providing ad-hoc administrative support as required.
 Lead staff prayers on a regular basis including contributing to staff devotions and prayer times.
 Carry out any other tasks as reasonably requested by the Finance Manager.

Supporter / Missionary interface
 Responsible for answering office phone calls and deal with donors in terms of financial contribution.
 Ensuring strict adherence to donors' mandates, CWI policies on donation, and regulatory guidelines.
 Maintain a high level of supporter and missionary satisfaction through prompt and accurate response to queries.
 CRM Database Administration
 Responsible for effective interface between CRM Database and Accounting systems.
 Working with Deputation Agents to ensure accurate database maintenance.

Person Specification:
Essential:
 The ideal candidate will be AAT qualified, with adequate and relevant experience related to the requirements of this role. With excellent communication skills, the ideal candidate will be organised, with the ability to meet deadlines and flexibility to work with a range of people.
 This is an outward-facing role, and a primary point of contact for many donors and supporters. The post-holder will have excellent written and verbal communications
 It is an occupational requirement for the holder of this post to be a Christian, who personally subscribes to the Organisation's statement of faith, and who fully supports its mission objectives.

Core Capabilities:	... Will look like
<ul style="list-style-type: none"> Thinking clearly deeply and broadly 	Understanding the impact of all finance activities and transactions in the wider Organisation
<ul style="list-style-type: none"> Achieving quality results and service 	Intermediate to advance level of competence in Excel and computerised accounting software Ability to work both accurately and quickly Managing own workload & priorities, able to meet deadlines. Excellent organisation skills, attention to detail, efficient and reliable in following up multiple tasks
<ul style="list-style-type: none"> Practising Accountability and Integrity 	Taking responsibility for workflow and actions to achieve optimum results for the team and Organisation
<ul style="list-style-type: none"> Communicating information effectively 	Deliver insightful financial analysis to the organisation, in user-friendly formats.

Job Dimensions

- Key Relationships:** Finance and Operations Team, Office staff, Missionaries and donors.
- Financial:** Accurate processing and handling of finance and operational activities and transactions.
- Time-scales:** Working to weekly, monthly, quarterly and annual targets.
- Work share:** participate in sharing workload of other Finance staff where necessary.

The purpose of the Finance and Operations Team is to support CWI in achieving its objectives, through quality financial management and administrative support.
 This team is focussed on achieving its goals within a framework of 'serving in excellence' and in supporting other teams in the pursuit of their objectives and thus contributes to CWI's mission to share the Good News of Messiah Jesus with the Jewish people.
 Vital to the success of this position, the team and the wider organisation, is wholehearted support to the core values, including a passion and commitment to the mission of CWI.
 There is an occupational requirement under Schedule 9 of the Equality Act 2010 for this post to be held by an active, practicing Christian who assents to our statement of faith.



