role profile

Finance Administrator

Full Time, FTC for 12 months (with the possibility of extending)

# Role OBJECTIVE

The role of the Finance Administrator is to assist the Finance Team by processing incoming donations and outgoing payments and providing general administrative support.

# Position description

**In this role, your accountabilities and responsibilities are…**

1. Enter the details of incoming donations into the supporter database in an accurate and timely manner
* This will include donations from the UK, as well as the rest of the world, given through a variety of methods, eg standing orders, direct bank transfers, credit card payments and cheques
1. Thank supporters for their gifts to IFES
* Supporters should be thanked promptly and politely
1. Correspond with financial supporters on any queries arising from their donations
* This will be both reactive (where a supporter has contacted IFES with a question), and proactive (where IFES has a query about the donation)
1. Handle payment requests from suppliers and IFES Regions and National Movements, in order that invoices and other payments are made on time
* Payment requests are submitted to IFES through an online system, which subsequently need to be checked and then uploaded to the accounting system and the online banking system
* Remittance advices are sent to the beneficiaries, and the transactions are marked as having been paid in the accounting system
1. Enter routine and regular transactions into the accounting system to reflect financial activity
2. Provide ad hoc administrative support to the Finance Team as required

# Person specification

(choose which are relevant to the position)

|  |  |  |
| --- | --- | --- |
| * **Category**
 | * **Essential**
 | * **Desirable**
 |
| * 1. Qualifications
 | * GCSEs (or equivalent) 4-9 (or equivalent) in Maths and English
 | * 3 A-Levels (or equivalent) A\*-E in any subject
* Bachelor’s degree (or equivalent) in any subject
 |
| * 2. Experience
 | * Experience in using administrative skills to deliver specific outcomes
* Positive experience of working as part of a team
 | * Experience in an administrative role
* Experience in using databases
 |
| * 3. Skills
 | * Excellent verbal and written communicator
* Numerate
* Ability to use Microsoft Office, particularly Word, Excel and Outlook
* Good typing and telephone skills
* Ability to prioritise and meet deadlines
* Excellent attention to detail
* Efficient and organised
*
 | * Ability to use Microsoft Teams
 |
| * 4. Personal attributes
 | * A committed Christian, in agreement with IFES’ stated aims and doctrinal basis.
* Calm and professional
* Adaptable
* Able to work under pressure
* Able to take appropriate initiative
* Growth mindset
* Proficient in assimilating information and learning new tasks
* Good team worker, while also being able to work independently
* Excellent interpersonal skills
* High level of self-awareness
 |  |
| * 5. Motivation
 | * Passion for seeing God’s kingdom grow through student-led indigenous Christian movements
* Desire to use administration to serve others
 | *
 |

**In this role, you will work with different people and teams, they are…**

* The Finance Team
* The wider IFES International Services teams (based in the UK, Malaysia, and US)
* IFES Regional Staff
* IFES National Movement Staff
* Financial supporters

# Anyone joining the team should resonate with our team values:

# **CULTIVATION** - We encourage each other to grow both personally and professionally. We recognize, affirm, and develop our gifts and skills, so that each person is empowered to thrive.

**INTENTION** - We link our work activities into the vision and strategy of IFES and prioritize accordingly. We aim for excellence and professionalism in all that we do.

**COLLABORATION** - We work together in caring and inter-dependent relationships. Our actions, communications, and decision-making foster a unified office team made up of many parts, serving a global fellowship.

**VOCATION** - We seek to ensure that our actions are an authentic expression of who we are called to be and what we are called to do. We serve together, and serve others, with humility, integrity, and honesty.

# Safeguarding

IFES is committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect and dignity.

All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.