



PA TO FINANCE DIRECTOR

Department:	Finance
Reports to:	Finance Director
Place of Work:	Elim International Centre
Working hours:	Part Time 22-24 hrs per week
Salary range:	£20,000 - £23,000 pro rata
GOR:	No
Status:	RECRUITMENT

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim is also a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focussed on Christian mission and ministry.

Elim International Centre Malvern is the base for the Elim's ministry, mission, training, administration and finance departments, serving the denomination's churches and activities.

The Central **Finance** Department is responsible for managing and reporting of the charity's finances, nationally and centrally, supporting the Trustees, and local churches alongside the ministries and departments that operate from Elim International Centre in Malvern. This includes the preparation and publication of the annual Financial Statements, providing regular management reports to aid budget management and decision-making, and supporting the Trustees, local churches alongside the ministries and departments that operate from Elim International Centre in Malvern.

THE ROLE

Your role is to provide administration support to the Finance Director (FD).

- **Providing admin support to the FD in the fulfilment of his responsibilities**
- **Monitoring the FD email account and assisting with responses**
- **Diary:** Managing FD' diary
- **Answering the telephone for Finance Department:** Being the first point of contact to callers ringing the Finance Department; directing calls to members of the Finance Team;
- **Petty Cash (PC):** being responsible for EIC Petty Cash box;
- **Post:** Opening and distributing the post to the Finance Department.
Directing information that comes in via email to other members of the team, or redirect to local churches where appropriate. Scanning as necessary.
- **Preparation for meetings:** making sure FD has all the necessary information in advance for meetings and assisting with reports.
- **Building Projects:**
 - **Support the FD in his work on capital projects** - central and local churches.
 - **Maintaining schedule of current building projects** as background for BP committee and Management Board agenda and ongoing project management.
- **Travel:** making and booking FD travel arrangements when travel is necessary.

- **Outcome:** FD only has to go – all is arranged beforehand.
- **Catering Requests:** booking these for members of the Finance Department; filing the booking in Catering requests; checking on a monthly basis that the charges we received from Catering Manager are correct.
- **Pastoral Care Fund (PCF):** emailing receipts out to those receiving PCF; filing receipts; filing confirmation when received.
- **Annual Ministers credential renewal**
- **Assist with monitoring on FD activity on:**
 - Annual audit program for EFGA and EMPF
 - HR Compliance - e.g. diarise staff reviews etc
 - Loans Administration
 - Central Budget management with Executive Director and Finance Manager
- **Subscriptions:** updating subscriptions as requested by FD. Outcome: subscriptions are up to date;
- **Finance Officer details:** updating Aptify when there is a change in finance officer at a Church. Notifying various staff of this change;
- **EMPF Suspension:** receive instruction from the Church Services Manager, print off standard letters for FD signature and posting.
- **Utilities:** dealing with “cold calls” to the Department; dealing with utility enquiries from Churches and liaising with Utility Aid (Elim’s energy broker) on enquiries received from Churches; updating Elim’s master energy schedule.
- **ELS Retired Ministers:** contacting retired ministers via FD’s circular email regarding ELS and their retired minister’s grant. Receiving response and collecting necessary details for payment; preparing payment request for FD’s approval and sending through to Finance Department in order that the payment can be made.
- **Miscellaneous:** Interest free loans; drawing up cheques as requested; drawing up Payment Requests as requested by FD; setting up conference calls. Keep finance staff attendance record, emailed to FD daily.

THE PERSON

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> Evidence of on-going personal development and post qualification experience. 	PA Qualification
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working effectively in collaboration with other agencies; Evidence of effective management of resources; Evidence of successfully handling sensitive situations effectively and confidentially; 	
Skills and abilities	<ul style="list-style-type: none"> Excellent communication and negotiating skills; Excellent team working skills; Sound judgement and decision making; Able to demonstrate a high level of enthusiasm, commitment and attention to detail; Ability to forge effective relationships with a wide range of individuals and organisations and to work effectively in a multi-disciplinary environment; Team player, co-operate with other staff to achieve results. 	
Personal Qualities	<ul style="list-style-type: none"> Honesty and integrity Enthusiastic and with a drive to achieve Excellent oral and written communication skills Demonstrate drive and ambition to deliver change programmes Tenacity to maintain momentum in managing a detailed and complex work environment Organised, flexible, innovative and adaptable High level of political astuteness and sensitivity. 	
Other Requirements	<ul style="list-style-type: none"> Ability to travel where delegated and appropriate IT literate and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use) To operate with professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy 	<p>A valid UK driving license</p> <p>Ideally from an Elim background, with some understanding of the Elim Ethos</p>

FURTHER DETAILS

Successful candidates who will be invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information prior to this, please contact the HR department at jimmy.vansanten@elimhq.net to request a copy of the information.

Alternatively, the information is also online on the following websites.

- Elim Movement: <https://elim.org.uk>

CONTACT

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