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**Crosslinks**

God's Word to God's World

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Finance Assistant

Job Description and  
Person Specification

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# Finance Assistant

## JOB DESCRIPTION

Hours of work: Full-time job, five days a week.

Location: Crosslinks London office, 251 Lewisham Way with both office working and some opportunity to work from home within the normal working week.

## Crosslinks

Crosslinks exists to help people get involved in God's mission. We believe every Christian has a part to play in God's plan for the world.

Crosslinks has workers in more than 28 countries worldwide. 86 of these are long-term mission partners sent by churches in Britain and Ireland. We help indigenous workers run gospel projects in their home nations and provide bursaries to enable those in less well-off countries to study for ministry. Crosslinks has a short-term programme, sending men and women across the globe to serve alongside our long-term partners.

All Crosslinks workers are engaged in ministries with the Bible at the forefront of what they do. We believe mission is all about making disciples of Jesus Christ so our people and projects are all involved in frontline evangelism or training pastor-teachers.

Crosslinks follows a biblical model of mission and so develops active, two-way gospel partnerships between churches and mission partners. Crosslinks facilitates gospel partnerships without supplanting the vital relationship between the local churches and their mission partners.

## Finance Assistant Overview

The post holder has responsibility for supporting the Finance team in ensuring overall financial health of Crosslinks. This is achieved through:

- Accurate accounting of income and expenditure
- Compliance with Crosslinks financial policies and procedures
- Supporting the team to meet timetabled events such as weekly expenses, monthly management reporting, audit of our annual Financial Statements and other reports that meet our statutory obligations

# Finance Assistant

## Detailed Job Description

### Demonstrate careful stewardship of the financial resources by:

- Maintaining accurate financial records on company systems that meet Crosslinks needs and our statutory obligations.
- Ensuring Crosslinks Financial Policies and Procedures are met for all income and expenditure.
- Reconciling bank accounts to our company systems.
- Supporting the production of financial information that informs and assists decision-making.
- Assisting the Senior Leadership and Ireland Team to manage their budgets by providing timely information on their expenditure.
- Using systems to assist in the preparation Financial statements that inform and assist decision-making including annual budgets, projections and monthly management accounts
- Processing Gift Aid Claims and maintaining accurate records.
- Updating our CRM system and providing support, when required, for the Data Analyst.

### Meet Crosslinks Statutory and other obligations by:

- Supporting Crosslinks auditors with their inspection of our reports, transactions and documentation. Responding to information requests.
- Providing information to meet our obligations with HMRC, Charities Commission and Companies House.

### Effective management of Crosslinks Pensions, Investments, and Properties by:

- Providing accurate information to our Pension providers.
- Tracking weekly cashflow.
- Ensuring property supplier bills are authorised and then paid using company systems.

### Other administrative duties

- Coordination of records required for office staff.
- Ordering goods and services for our Head office 251 Lewisham Way
- Data entry for forms required by external parties such as Charities Commission, Companies House, Church of England Pension Fund etc.
- Monitoring our shared mailboxes such as [info@crosslinks.org](mailto:info@crosslinks.org) and forwarding as needed.
- Supporting the data analyst with donor queries and processing

# Finance Assistant

## Person Specification

### Required

- A committed Christian (a genuine occupational requirement under section 7 (3) of the Employment Equality (Religion or Belief Regulations 2003), taking an active role in the local church, living a godly lifestyle, prepared to align themselves with and sign the Crosslinks 'Basis of the Society'.
- Have a clear and biblical understanding of mission and the role of a mission society
- Supportive of Crosslinks' mission and objectives and passionate about the good news of Jesus Christ being shared with all people.

### Professional Experience and Qualifications:

- Previous experience in working in an accounting role in the charitable sector/ and or a secretarial/ administrative capacity providing financial management.
- Confident user of Microsoft Office software, particularly Excel.
- Practical system knowledge and data entry skills
- Excellent organisational and planning skills and the ability to handle deadlines against changing/ conflicting priorities.
- Ability to work well within a busy, multi-disciplinary team and office environment, liaising effectively at all levels.
- Ability to deal with confidential, sensitive, and personal information.
- Excellent communication skills, written, verbal and oral. An ability to communicate in a way that is gospel-focused and grace-driven.