



ROLE PROFILE

Finance Administrator (1 FTE)

Permanent

ROLE PURPOSE

The role of the Finance Administrator is to work in collaboration with the other Finance Administrator to undertake the transactional work of the finance team.

POSITION DESCRIPTION

In this role, the Finance Administrator will

- Record all incoming donations and payments into the Customer Relationship Management (CRM) database
- Write to thank donors for their donations
- Record all expenditure (bank transfers, direct debits, standing orders, credit card payments) in the accounting system
- Process requests for payments, and present payment requests and supporting documentation to bank signatories (weekly)
- Balance petty cash (monthly)
- Process grant forms from IFES National Movements (annually)
- Perform any other tasks as required by your supervisor

In this role, the Finance Administrator will work with:

1. Finance Manager (supervisor)
2. The other Finance Administrator
3. Head of Finance
4. Finance Officer
5. IFES staff (including National Movement staff)
6. Auditors

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• 5 GCSEs (or equivalent)• A*-C or equivalent in Maths and English• 3 A-levels (or equivalent)	<ul style="list-style-type: none">• University degree
Experience	<ul style="list-style-type: none">• Experience of working in an office environment (either paid or voluntary work)	<ul style="list-style-type: none">• Experience of working in a Finance team

THE RESPONSIBILITIES, ACCOUNTABILITIES AND REPORTING STRUCTURE FOR THIS ROLE WILL BE REVIEWED PERIODICALLY AND UPDATED, IF REQUIRED

DATE LAST REVIEWED:

PAGE 1

Category	Essential	Desirable
	<ul style="list-style-type: none"> • Experience in using administrative skills to deliver agreed results 	<ul style="list-style-type: none"> • Experience with using CRM systems • Experience with using accounting software packages
Skills/working practices	<ul style="list-style-type: none"> • Clear written and verbal communication • Organised, and able to prioritise effectively in order to meet deadlines • Competence and confidence in Office 365, specifically in Excel, Word, Outlook, and Teams • Problem-solver • Quick and accurate typing • High level of numeracy • Logical and methodical approach to work • Able to assimilate knowledge quickly • Able to work under pressure 	<ul style="list-style-type: none"> • Working knowledge of French or Spanish • Cross-cultural experience
Personal qualities	<ul style="list-style-type: none"> • Trustworthiness and integrity • Adaptable • Resilient • Sense of personal responsibility • A good listener • Good attention to detail • Solutions-focussed • High level of self-awareness • Teachable • Growth mindset • Able to take appropriate initiative <p>Good team player, while also being able to work independently</p>	

Category	Essential	Desirable
Motivation	<ul style="list-style-type: none"> • A desire to use administrative gifts to serve others • Ambitious for the sake of God's Kingdom • Resonate and agree with IFES values (below) 	

IFES VALUES

Faithfulness to Scripture: The Bible is the ultimate authority and inspiration for life and all aspects of our ministry. We emphasise the loving, studying, living and sharing of God's Word.

Prayer: We pursue and maintain a posture of humility and dependence on God through prayer in our ministry.

Community: We seek to cultivate vibrant local, regional and global communities that encourage fellowship and learning and enhance our mission.

Student Initiative: We are a ministry of students reaching students and we believe in students taking the initiative in all aspects of witness to the university.

Unity in Diversity: We value the diversity of God's creation and the body of Christ. We draw participants from diverse ethnicities, cultures, languages, and church traditions as a worldwide fellowship.

Partnership: We believe we are more effective in our work when it is done together. We accomplish our mission in partnership with one another, with the local church and like-minded organisations around the world.

OXFORD OFFICE 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.