



Role Title: Finance & Communications Officer (3-4 days/week)

Role Purpose: To prayerfully and practically support the Operations Director, the Finance Manager and the Camp Groups in delivering the Trust's ministry, in particular through providing effective support in the areas of donor income, financial administration and supporter communications.

Camp Group or Team: Centre/TT team

Location of Role: Flexible – could be based in office in Oxford with some or majority being remote working alongside some in-person meetings.

Salary: From £30k depending on experience (pro rata)

Two fixed term contract initially.

Responsibilities of the Role:

1. Finance/book-keeping

- a. To support Finance Manager with the following tasks:
 - i. Invoice payment and logging in Xero
 - ii. Payment of Centre Expenses and log in Xero
 - iii. Office administration
 - iv. Monthly Xero reconciliations
- b. Work with camp groups to manage debtors
- c. Support finance manager with reporting to trustees at trustee meetings

2. Donations

- a. Processing Cheques; CAF Vouchers & other charity donations; Standing Orders & BACS
- b. Ensure all donations received are correctly recorded on the donations database and are fully reconciled.
- c. Ensuring donors are thanked appropriately
- d. Ensure any unknown donors are investigated and new donors are correctly identified and set up
- e. Support monthly fundraising processes

3. Supporter Communications

- a. Maintaining Trust donations database and ensuring accurate synchronisation with other Trust databases
- b. Assisting with/working alongside OD / Fundraising consultant with Fundraising (communications see below; fundraising events)
- c. Working with OD on supporter communications
- d. Managing Mailchimp for supporter communication in partnership with camp groups
- e. Managing transfer to online communications for supporters who request it

4. General

- a. Playing a full role in Trust staff team including attending termly staff meetings, regular team meetings and praying for the work of the Trust
- b. Manage and update fixed assets registers
- c. Monitoring general email address and telephone messages ensuring emails and calls are dealt with by relevant members of staff
- d. Other miscellaneous tasks as required

Core Traits

- Faithful, maturing Christian sharing the convictions expressed in the Trust's Basis of Faith
- Gifted administrator with an eye for detail and an aptitude for finance
- Able to manage time well and to prioritise a varied workload to deadlines
- Actively involved in a local church
- Willing to work both alone and as part of a team

Skills/Experience

- Proven ability in operations/event management/administration work or volunteer capacity
- Some book keeping/accountancy experience (ideally using Xero)
- Database use and management
- Ability to communicate well with supporters both on telephone and in writing

Occupational requirement to be a Christian.