



# Mountain Of Fire and Miracles Ministries International UK

21 Queensway Ponders End, Enfield London UK EN3 4SZ Charity No: 1100416. Tel: 02088045577 Web: www.mountaintoffire.org.uk

## **Mountain of Fire & Miracles Ministries (UK) seeks a Regional Administrator**

**MFM in the UK** seeks suitably qualified candidates to fill the position of Regional Administrator

The Regional Administrator's work will span all MFM UK branches outside London and Central Headquarters.

**The Regional Administrator will report to the MFM UK Central Administrator for Non-Pastoral Affairs.**

MFM UK has experienced explosive growth since it was registered as a Charity in the UK some 17 years ago. To adequately handle this growth and prepare for its continuation, the Charity considers it vital to appoint a Regional Administrator who will assist in the strengthening and formalisation of our existing structures, systems and processes and also contribute to changes where necessary.

The Regional Administrator will report to the **Central Administrator for non-Pastoral Affairs**, who is a member of the Management Committee and reports to the Chair and Vice Chair of the Management Committee, who in turn report to the General Overseer and Chairman of the Board of Trustees. The Regional Administrator must be committed to assisting the Central non-Pastoral Administrator and other leaders of the Ministry/Charity, in the delivery and implementation of a rigorous wide-ranging cultural change strategy. A successful candidate will be one who can demonstrate that they are prepared to work constructively within tight timeframes, sometimes during unsocial hours, in an organisation with diverse members and staff at all levels.

The post holder must be able to demonstrate with concrete examples, that he/she is a highly effective communicator, with advanced people-skills and the ability to work productively under pressure both alone, and as part of many teams, some of whose membership and practices may be greatly challenging and initially unfamiliar. Each candidate must also be able to demonstrate that he/she possesses highly polished stakeholder management experience, since managing and getting the most out of these internal relationships is pivotal to driving forward an effective Administrative Service across the Ministry/Charity. The successful candidate must, at all times, be prepared for the unexpected; and be prepared to work harmoniously and fruitfully with very challenging and unique Service users of the Regional Administrative function.

The Regional Administrator will be required to support the MFM UK Central Accountant, the Regional Accountants and the Central Administrator for non-Pastoral Affairs in the delivery of the twice yearly MFM UK Central Headquarters Training in Accounting Procedures and Guidelines for all MFM UK Branches' Finance Committee members.

The position of MFM UK Regional Administrator is **expected to be part-time. It is voluntary FOR ONLY the initial 12 months.** The 12 month period is extendable. **If performance during the initial 12 months is considered sufficiently exemplary, the position (if extended) may be altered to become a part-time salaried position.** This will depend on many factors, including performance in the first 12 months, and the policies governing the Charity/Ministry at the time.

Whilst the position is voluntary for the initial 12 months, all reasonable travel and other necessary expenses incurred in the course of performing the duties of a Regional Accountant shall be reimbursed by the Charity/Ministry in line with the Accounting Policies and Guidelines of MFM UK.

### **Essential Requirements and Skills**

1) Minimum B.A Hons degree (preferably in a relevant area such as Business Administration, Organisational Management, etc.)

- 2) Experience in assisting organisations to ensure compliance with the requirements of Regulatory and Legal bodies. For instance, an awareness of, and commitment to, preventing matters that may lead to Statutory Inquiries or scrutiny from public bodies and the media.
- 3) You should be a longstanding member of MFM in the UK and have an understanding of the mission of MFM as a Charity in the UK, as well as a commitment to its spiritual vision and doctrines of faith.
- 4) Experience in implementing accounting databases.
- 5) Previous experience working with very challenging client groups
- 6) Previous experience working in a multi-cultural environment
- 7) Cultural awareness and ability to work with a client group that is diverse in numerous ways.
- 8) A working knowledge of the Accounts and Finance requirements of the Charity Commission, HMRC and other UK regulatory bodies
- 9) A basic knowledge of employment law and legislation
- 10) **Demonstrable** significant experience in Administrative Strategy & Operations
- 11) Ability and willingness to pay close attention to detail whilst digesting and commenting or acting upon large amounts of paperwork within tight timeframes.
- 12) The role consists of active interaction with all branches of MFM outside London and throughout the UK. Occasional physical attendance at meetings and programmes held in London and Central from time to time is also required.
- 13) Demonstrable humility and obedience to constituted authority.
- 14) Demonstrable ability to calmly and firmly handle unpleasant occurrences and difficult staff and volunteers, as well as outsiders; when these arise (as they do) in the course of delivering the Regional Admin function.
- 15) Experience in assisting organisations to ensure compliance with Health and Safety at Work and Safeguarding Legislation and Good practice.
- 16) Excellent speaking and writing skills, as you will be liaising with outsiders on behalf of MFM UK.
- 17) Ability to manage demands from various teams, groups, individuals (externally and internally) all at the same time.

### **Preferred Requirements and Skills**

- 1) Previous experience working in the Charity Sector
- 2) You will from time to time be dealing with vulnerable individuals and families. For this reason, you will require a great deal of tact, sensitivity and empathy.
- 3) Experience in assisting organisations to ensure compliance with the requirements of Regulatory and Legal bodies. For instance, an awareness of, and commitment to, preventing matters that may lead to Statutory Inquiries or scrutiny from public bodies and the media.

### **OTHER:**

- 1) You must have a demonstrable right to live and work in the UK free of all limitations and conditions.
- 2) You should familiarise yourself with the contents of the MFM UK Staff Handbook (copies of this may be obtained from Pastor Ayo Oluwalagba, MFM UK Administrator for Pastoral Affairs) and the MFM UK Guide to Accounting and Financial Procedures (obtainable from MFM UK Central Accountant, Bro Gbenro Akinleye)
- 3) You will be expected to support, provide information to and work with, the MFM UK Financial Inspectorate where they have been dispatched to conduct any investigations pertaining to any MFM branch or Region outside London.
- 4) You must not have a criminal record (whether or not it is a spent conviction) especially if the record involves fraud, money laundering dishonesty or sexual offences
- 4) You must be prepared to undergo an enhanced DBS check

**Application is by C.V and covering letter (with a recent passport photograph attached)** stating in no more than two typed pages of A4, why you consider yourself suitable to serve as a **REGIONAL Administrator for MFM UK**. *Where this advert refers to "demonstrable" skills/qualities or states that "evidence of....." is required, your C.V and/or covering letter should contain suitable examples and evidence.*

**Your application should contain the names and contact details of three referees, one of who should be your current or former Branch Pastor or Regional Overseer. A second referee must be a current or previous professional/employment-related or academic referee. All three referees must have known you for at least 2 years.**

If you are shortlisted for interview, you will be notified in writing and given a date and time to appear before a selection panel. That panel will provide a Report to the General Overseer (who is also the Chairman of the Board of Trustees) on all candidates interviewed.

***.All applications should be sent BY EMAIL ONLY, to [adminoffice@mountainoffire.org.uk](mailto:adminoffice@mountainoffire.org.uk)***

***.All applications must be cc'd to [mcukcontact@mountainoffire.org.uk](mailto:mcukcontact@mountainoffire.org.uk).***

***Closing date for receipt of all applications is 28<sup>th</sup> July 2019.***

If you have any queries about the Application or Selection Process, please send them IN WRITING to [mcukcontact@mountainoffire.org](mailto:mcukcontact@mountainoffire.org) , cc'd to [adminoffice@mountainoffire.org.uk](mailto:adminoffice@mountainoffire.org.uk)

*Applications made in any way other than by email or sent to only one of the email addresses given in this advert; OR not made in accordance with the instructions in this advert, or are received after 28<sup>th</sup> July, shall not be processed.*

The Lord bless you as you join hands to build the Lord's vineyard.

**Dr D.K Olukoya**

**GENERAL OVERSEER MFM WORLDWIDE & CHAIRMAN OF MFM UK TRUSTEES**

**07-07- 2019**