



## **MFM International UK Job Advert**

**Job title: Administrative-Finance Assistance**

**Salary: up to £18k per annum pro Rata**

**Accountable to: Central Accountant**

**Location: Edmonton with UK wide travel**

**Job Type: Part time Fixed Term Duration 1 Year.**

**Closing date for applications: 9<sup>th</sup> December 2024 at 12.00 pm**

We wish to employ an Administrative-Finance Assistant which will be based at the charity headquarters.

This role aims to provide the finance team with administrative and financial processing support. The Finance-Administrative Assistant will work closely with the Central Accountant giving consent through the accounts payable process, ledger maintenance, administration, and account reconciliation and ensuring that accounting transactions are prepared and entered accurately in the charity's Online accounting system and generally support the Finance team in achieving its objectives. Flexibility, attention to detail, high levels of accuracy and the ability to prioritise effectively are all essential skills required for this role.

Must be able to work creatively within the unique context of the Ministry and be culturally sensitive.

The Administrative-Finance Officer will have a close working relationship with the Chief Operating-Finance Officer, Property Compliance and Asset manager, and the Trustees. Other key relationships include the Senior Accountant and the Divisional Accountants, Central Administrator, Pastors, Ministerial Coordinator and the Trustees. Key external relationships will include the Charity Commission and other Regulatory Bodies.

We offer 25 days annual leave plus 8 bank holidays, Family Friendly policies and competitive salaries as well as the opportunity to help make a positive mark in the Ministry.

Please note that you will need to be eligible to work in the UK in order to apply for this position. You must provide proof of Right to Work in the UK.

Offers of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check).

For further information and to request a copy of the job description, please email [adminoffice@mountainoffire.org.uk](mailto:adminoffice@mountainoffire.org.uk) and indicate which position you are interested in.

To apply for the position, you are required to send a copy of your CV and a supporting statement showing how you meet the essential criteria in the person specification.

Completed applications should be sent to [adminoffice@mountainoffire.org.uk](mailto:adminoffice@mountainoffire.org.uk), latest by 12.00 pm on 9<sup>th</sup> December 2024. Please add "Application for Administrative-Finance Assistant" in the subject of your email.

Only applicants who meet the essential criteria in the person specification will be interviewed.