



MFM International UK Job Advert

Job title: Property, Compliance & Asset Manager

Salary: up to £50k subject to skills, experience and qualifications

Accountable to: Chief Operating-Finance Officer

Directly Responsible for:

Indirectly responsible for:

Location: Edmonton with UK wide travel

Job Type: Full Time Fixed Term 1 Year.

Closing date for applications: 9th December at 12.00 pm

We wish to employ a Property, Compliance & Asset Manager. This is a key and senior position in the Ministry, based at the Edmonton Central office. The Property, Compliance and Asset Manager will be responsible for the maintenance, upkeep, use and safety of the properties, buildings, infrastructure and equipment of MFM International UK. Duties will be performed under the general supervision of the Chief Operating- Finance. Responsibilities will be accomplished by coordinating and interacting with staff, Pastors, church volunteers, relevant church groups, and other outside entities. Must be able to work creatively within the unique context of the Ministry and be culturally sensitive.

The Property, Compliance & Asset Manager will have a close working relationship with the Chief Operating-Finance Officer 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 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, latest by 12.00 pm on 9th December 2024. Please add "Application of Property, Compliance & Asset Manager" in the subject of your email.

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