



The Fellowship of Reconciliation

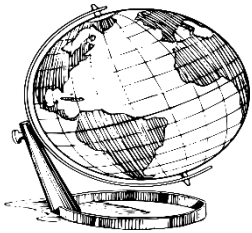
Building Peace, Seeking Justice, Bringing Hope

Finance and Administration Officer Information Pack

Who We Are

The Fellowship of Reconciliation is a faith-inspired movement for Peace, Justice and Nonviolence. We energise our members, and wider society, through education, campaigns and opportunities to show solidarity with grassroots peacemakers around the globe.

We are looking for someone with strong financial, administrative and organizational skills to join our small staff team. The skills you bring will enhance our work and grow our movement.



Our vision

A world in which peace, justice and reconciliation overcome violence and war.

Our Mission:

To build up a network of Christians active for peace, seeking justice and spreading hope through the power of nonviolence.

Our Aims

- To provide a range of activities that build a movement of Christians with the knowledge and skills to become practical peacemakers.
- To lead advocacy and education campaigns that challenge conflict and lay the foundations for lasting peace.
- To create links between FoR supporters and other people taking action for peace in the community, around the country and with partners around the globe.

Core Values



• **Faith-based:** We are rooted in the Christian Faith and recognise the unique value that all faiths bring to peacebuilding.

• **Partnership:** We work in partnership with members, supporters, churches, other faiths and secular movements and agencies.

• **Fellowship:** We believe working together, in mutual support and Fellowship, provides the community of support that's needed to enable practical peace making.

• **Diversity** We are at our best when we celebrate the diversity of everyone and take positive steps to broaden the diversity of those in our fellowship.

• **Creativity:** We encourage creative responses to the call to be peacemakers.



JOB DESCRIPTION

Post:	Finance and Administration Officer
Location:	Oxford/Birmingham/home with weekly travel to Oxford currently required.
Reporting to:	Director
Managing:	No direct management responsibilities
Hours:	15hrs per week
Salary:	£24k – £26k pro rata per annum

Summary of the Roles

We have an exciting opportunity for an experienced, organised and self-motivated Finance and Administration Officer to join our small team. The post holder will be responsible for day-to-day financial accounting, service our membership management, and provide general administrative support (including clerk to the board). You will work closely with the Director to bring your skills and through this help enhance our fundraising material and trust funding applications and monitoring. The role provides variety as well as an opportunity to take responsibility for the accountancy function.

Main Responsibilities and accountabilities

Finance (approx. 50 per cent)

- Responsible for Accounts receivable / Payable: Raising and processing invoices, investigating invoices raised and payments received
- Being responsible for monthly bank reconciliations to make sure all data is accurate through the systems already in place (Xero)
- Updating the finance system with payments that have been sent out.
- Processing and logging donations received via post
- Prepare the monthly financial report, including a regular donation statistics report, and review it with the Director
- Quarterly review of Budget vs Actual expenditure by activities to provide feedback to the Trustees.
- Creating and running monthly payroll
- Ad hoc financial duties
- It is desirable that the successful candidate has either experience or interest in working for a Charity,

Office Operations (approx. 30 per cent):

- To ensure the general office space is effectively managed.
- Lead on transitioning office to enable remote working.
- Manage the general charity email inbox and postbox, responding to general enquiries, membership correspondence and thanking donors.

- To help out as required with fundraising events and donor service.
- Helping the staff get the most out of office 365 (eg One Drive / Teams etc)

Other Support (Upto 20%)

- Work with Director to create bespoke budgets for specific projects
- Assist in the creation of monitoring and reporting systems for grants.
- Minute meetings of the Trustee Board and other meetings as requested.
- Proofreading material
- Support the advertising and promotion of Peace House for bookings.

Job descriptions cannot be exhaustive. The post holder may be required to undertake other duties from time to time, broadly in line with the above responsibilities.

How to apply

*To apply, please submit your CV and a cover letter to office@for.org.uk by midnight on **19th January 2023**. The interview will be in the first week of February 2023.*

Applicants must have the legal right to live and work in the UK.

Person Specification: Finance and Administration Officer

	Essential	Desirable	How assessed*
Skills & Knowledge			
First-class organisational skills, including the ability to prioritise work, balance priorities and monitor progress	#		CV/INT/R
Ability to work flexibly on own initiative and enjoys working effectively as part of a team	#		CV/INT/R
Excellent communication and interpersonal skills, oral and written	#		CV/INT/R/AT
Excellent IT skills, experienced in using Microsoft Office (Word, Excel, Powerpoint) and email (Outlook) to an advanced level	#		CV/INT/R/AT
Ability to analyse and interpret financial data	#		CV/INT/AT
Strong administration skills and attention to detail	#		CV/INT/R
Comfortable supporting several areas of work simultaneously	#		CV/INT
Experience			
Experience of carrying out basic book keeping and bank reconciliations	#		CV/INT
AAT or above level of the accounting qualification		#	CV/CERT
Experience in using online Xero or similar system	#		CV/INT/R
Experience in supporting Charity annual finance reporting		#	CV/INT/R
Experience of inputting and manipulating data with a CRM (we use CiviCRM)	#		CV/INT
Experience working for a Charity		#	CV/INT/R
Values and Personal Attributes			
Comfort working in a religious environment	#		CV/INT
Excellent time management and organisational skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines	#		CV/INT/R
Ability to work flexibly	#		CV/INT/R
Proactive approach, self-motivated with a willingness to get involved	#		CV/INT/R

* Key to how skills are assessed

CV = CV and Cover Letter ; INT = Interview; AT = Assessment/Task exercise; R = References; CERT - Certificate of qualification