

Office Admin Assistant

An opportunity to help local churches across the UK to make Jesus known

Key skills

- Good admin ability
- Computer literate (Counties uses Microsoft Word, Excel, Outlook)
- Be discrete & deal with confidential information
- Welcoming, with good telephone manner
- Agreement with Counties' Core Values & Statement of Faith
- Be a born-again Christian and an active member of a local church

Ideally:

- Experience of office work
- Aptitude for figures
- Experience of databases e.g. ChurchSuite

Basis of Employment

- 22.5 hours/week (days to be agreed)
- Salary appropriate to experience
- 5 weeks annual leave
- Place of work: Counties office, Westbury
- Line Manager: Counties Chief Operations Officer
- Start: as soon as possible

Key Responsibilities

Regular Admin

- Process and distribute **incoming & outgoing post**.
- Take incoming **telephone calls** and deal with as appropriate.
- Process & forward office **emails** e.g. **evangelists' prayer news**.
- Update **Database** in response to phone calls, emails & letters.

General Administration

- Prepare donation **acknowledgement letters**.
- Maintain office **filing**, and office **stationery**.
- **Occasional support** for Evangelists Officer, Schools Coordinators, Neighbourhood Chaplains Coordinator & Training Administrator.
- Prepare Counties **children's prayer updates** twice a year.

Finance Support

- Check **bank statement** & add entries to database.
- Process & arrange banking of incoming **cheques**.
- Add data to donation **acknowledgement book**.
- Receive & record staff/evangelist **expenses**.
- Counties monthly **gifts cards**: collate, print, frank & post.
- Set-up **payments** for Finance Officer authorisation.

Other duties

- Staff at online twice weekly **prayer times**, every two weeks **updates** & quarterly in-person meetings.
- Occasionally prepare **refreshments** for visitors.
- Attend, as required, Counties annual weekend **conference**.
- Other duties as required by the Chief Operations Officer & Chief Executive Officer.

Counties is a Christian charity that equips local churches across the UK to make Jesus known through church training opportunities, the work of our national network of evangelists, innovative schools' resources, community chaplains, and pioneering church planters.

Further information:
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