

Edinburgh City Mission – Job Description

Full-time Administrator (35 hrs/week)

Salary: £26,400

Overall Purpose

Edinburgh City Mission's vision is to "help create a mission movement across Edinburgh by stimulating and strengthening the church's mission in the city." This position offers an interesting and varied administrative workload, with a strong emphasis on financial administration. The Administrator will play a role in praying for and supporting this vision through supporting the key administrative functions of the organisation, coordinating the evening Care Van rota, and providing administration and periodic cover for The Storehouse.

Employment Details

Due to the nature of the job requirements, this post is office-based. Working hours will be 9am-5pm (excluding lunch break) Monday to Friday. It requires occasional evening and weekend work (with time off in lieu).

The post-holder must be a committed Christian (see Occupational Requirement below).

This position reports to the Office Manager (or the CEO in their absence) who can make changes to the Job Description to fit the requirements of the organisation in discussion with the post-holder, and should work in a positive way with the Edinburgh City Mission team.

Job details

- Receptionist and first point of contact for general telephone and email enquiries.
- Finance administration, including processing all financial transactions of the charity, reconciling the bank account and preparing simple profit and loss reports and a balance sheet on a monthly basis.
- Cash flow management, confidence in preparing payment runs for approval by the Office Manager, and ensuring timely payment of bills and invoices within credit terms.
- Expense claim administration: receiving, reviewing, processing and paying manual expense claims and the charity credit cards.
- Fund tracking: allocating income and expenses according to restricted and unrestricted income, tracking use of funds and, where required, assisting the fundraising department in preparing information for reports to funders.
- Gift aid claims: responsible for the timely and accurate processing of the monthly Gift Aid claim, including maintaining the back-up donor information.
- Provide administrative support for ACTS 435 funds in liaison with the Outreach Team Leader and team.
- Foodbank+/Clothesbank+ Referrals: First point of contact for referral agencies, and responsible for the day-to-day management of the online referral system in coordination with all users, liaising with the database consultant to implement any agreed changes to the system.
- Support the Office Manager with HR functions and processes, including processing the monthly payroll and pension payments and keeping accurate records of staff leave.
- Support the Officer Manager in the running of the general office.
- Ensure office facilities are operating correctly/ repaired quickly.
- Work in accordance with the Aims and Values of Edinburgh City Mission.
- Act in a professional manner at all times, maintaining a high standard of work.
- Maintain professional (GDPR compliant) standards of confidentiality.

Supporting Mission

- Evening Care Van: manage and coordinate the rota with church teams and our Care Van partners, Bethany Christian Trust (attending quarterly planning meetings).
- The Storehouse: where necessary, support the day-to-day administration and operation of The Storehouse, purchasing food where required and providing occasional cover.
- Attend at least 4 City Vision/Refugee prayer meetings a year, to share and pray with supporters.
- Attend Edinburgh City Mission's annual Restless for Mission conference.

Record-keeping, Reporting and Evaluation

- Ensure accurate and up-to-date paper and electronic records are retained, filed and accessible, including relevant contact databases and spreadsheets.
- Collect data and prepare monthly reports for the CEO/Management Team/team/volunteers.
- Support the fundraising team where required, reporting on expenditure and use of funds.
- Participate in an annual review conducted by the Office Manager.

Personal Engagement

- Rely on God through personal prayer and Bible reading/ study.
- Be committed to living and worshipping in or near Edinburgh.
- Regularly participate in Edinburgh City Mission team meetings and devotions; share updates with the rest of the team regularly, actively and positively; and engage in team social media groups.
- Be committed to Edinburgh City Mission values: love, generosity, unity, justice and pioneering.
- Perform any other relevant duties as may from time to time be reasonably required by the Management Team.

All employees are required to agree to follow our Adult Protection Policy and other policies.

Occupational Requirement (OR)

Edinburgh City Mission offer our services and support on a non-discriminatory basis as modelled by Jesus in the gospels, and in accordance with the Equality Act (2010).

It is essential that the Administrator is committed to the vision, doctrine and ethos of Edinburgh City Mission, sharing our core beliefs and values as they will represent the Mission to the public, churches, church leaders and other organisations.

All employees are required to agree to our Statement of Faith and Conduct.

On the basis of the above, we believe that it is appropriate to apply an Occupational Requirement to this position.

Personal Skills and Attributes	Essential	Desirable
Evidence of an infectious and growing personal faith in Jesus	✓	
Concern for those who are disadvantaged or vulnerable	✓	
Active involvement in a local church and willingness to participate enthusiastically in the team life of Edinburgh City Mission	✓	
Previous experience of working in general office administration	✓	
Excellent numerical skills and experience of finance administration	✓	
Excellent administrative and organisational skills, attention to detail and ability to work to deadlines	✓	
Excellent telephone manner, and communication and interpersonal skills (verbal and written)	✓	
Reliability and excellent time management skills	✓	
Excellent administrative and IT skills, including Microsoft Office/365, Zoom, databases, spreadsheets, etc	✓	
Experience of handling confidential/sensitive information	✓	
Excellent team player	✓	
Professional, courteous and respectful	✓	
IAB Certificate in Bookkeeping or AAT qualified		✓
Experience of working in the charity sector		✓
Knowledge of Xero accounting software		✓
Experience of making Gift Aid claims		✓
UK Driving Licence		✓
Experience of working closely with volunteers		✓