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**fiec.org.uk**

**October 2024**

**Ministry Support & Finance Assistant**

Job Description

Two year fixed term: part-time or full time

FIEC is a Fellowship of [Independent churches](https://fiec.org.uk/resources/themes/independency) with members of the family across the whole of the UK. Our mission is to see those independent churches working

together with a big vision: to reach Britain for Christ. Being part of FIEC links you to a growing number of Independent evangelical churches and there are now more than 50,000 people who are part of churches affiliated to FIEC and 640 churches.

1. **Location**
   1. The role is largely based our office in Market Harborough with some flexibility for some hybrid working possible.
2. **Remuneration and working hours**
   1. £23-29,000 fulltime (35 hours per week) equivalent, pro-rate depending on contracted hours.
   2. This post requires a minimum of 21 hours per week with flexibility to increase the hours up to 35 hours.
   3. Full time holiday allowance for this post is 6.2 weeks per annum including bank holidays, with Christmas week is gifted to all staff. Holidays will be pro rate based on contracted hours.
   4. This is a fixed term role for 2 years as a result of an internal secondment
3. **Job purpose**
   1. To provide administrative support to FIEC including finance and events support, support to Ministry Directors and, the FIEC Office. Assisting with various administrative and coordination tasks in relation to existing programmes and new projects and resources. In particular the job holder will assist with project plans and progress reports, take minutes / notes of certain meetings, answer the phone, support events taking place nationally and assist as required with tasks to serve the churches.
4. **Occupational requirement**
   1. This will be the first point of contact for a wide variety of questions and interactions from churches and pastors. The post and will involve responding to church queries directly especially around the CIO process and the FIEC membership process, responding to queries on requirements and taking up references. The post is outward facing and is required to represent FIEC to a number of different situations. It is therefore an occupational requirement for the post holder to be an Evangelical Christian attending an evangelical church, in agreement with our doctrinal basis and values and comfortable with our ethos statements.
5. **Key responsibilities**

This role’s responsibilities will include:

* 1. Providing general office support, answering incoming telephone calls, sorting and opening mail, franking and sending outgoing mail plus supporting and maintaining the FIEC jobs board. Covering support team absences as needed.
  2. Being the first point of contact for churches and pastors calling FIEC with a wide variety of queries ranging from payment and practical questions through to challenging pastoral, sensitive church or personal situations .
  3. Providing Directors with administrative support for ministry projects and tasks they are working on. This can involve communicating with churches or individuals on sensitive issues or organising / attending networking and teaching events to serve local church leaders.
  4. Provide administrative support on key events e.g. liaising with church contacts to arrange room hire and catering, making payments etc.
  5. Assisting pastors and churches wishing to join or maintain their FIEC membership, answering questions, supplying information or referring on as needed. Attending and administering meetings for pastors and churches wishing to join FIEC.
  6. Processing expenses and payments for the Finance Manager; filing bank statements and financial documents to ensure FIEC is compliant with audit regulations.
  7. Undertaking the annual renewal process for all FIEC churches; keeping a spreadsheet tracking church donations and chasing outstanding payments.
  8. Ensuring that the information on the Client Relationship Management system is compliant with GDPR regulations being up to date and relevant and inputting data around churches and pastors into the system.

1. **Management**
   1. The post holder will report to the Chief Operating Officer.
2. **General**
   1. Attendance at the FIEC Ministry Leaders’ Conference, local ministry conferences and other events as required which will involve some travel and occasional overnight stays.
3. **Job relationships**
   1. Internally: Ministry Support Team, Chief Operating Officer, Finance Manager, Events Team, Local Directors.
   2. Externally: Local church leaders and staff, Edward Connors Solicitors, Other Solicitors as required, those calling the FIEC office number, emailing Helpscout.