



Vacancy for a Finance Administrator

Magheralin Parish seeks to employ a part time Finance Administrator to support the Honorary Treasurer in the timely review and completion of financial procedures across our busy parish. The appointed individual will have strong financial and organisational skills, an attention to detail and a desire for good governance and accountability. A basic understanding of IT and its applications would be helpful.

He or she will have a deep love for Jesus Christ, a heart for the growth of the Kingdom and a desire to support this growth through good governance and financial practices. A practicing Christian able to subscribe to the attached excerpt 'Being a Christian' www.ireland.anglican.org/our-faith/being-a-christian

The successful appointee will be able to work collaboratively with the existing staff team including the Parish Office Administrator and Outreach Operations Coordinator. The parish seeks an individual willing to commit 8 hours per week to the job.

Finance activities associated with this role include:

- Review of budgets and expenditure
- Processing of receipts, invoices and payments
- Update of finance applications
- Bank account reconciliation, review and approval of payments
- Detailed record keeping for audit purposes

'If you're feeling called to this work please request the full job description, forward a CV and in no more than 300 words give details of your ability to do the job and why it appeals to you, to magheralincoi.inquiries@gmail.com. Closing date 4th March 2022.

Magheralin Parish

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