

## FINANCE AND MINISTRY SUPPORT ASSISTANT

Hours	Full time, 37.5 hours per week
Reports to	Finance and Office Manager
Location	Office based, Eastbourne, East Sussex
Salary	Starting from £24,500

### WELCOME TO SPEAK LIFE

Speak Life exists to captivate both church and world with the love of Jesus. We believe that from the overflow of the heart the mouth speaks - that you share what you love. To aid the UK church we create gospel seed that can be scattered without shame, delay or cost.

Whether people know us from our seasonal shorts; our YouTube conversations; our intensive training; the award winning books written by our CEO Glen Scrivener; or from accessing 321 - our shareable course - we look at all of life through the lens of Jesus.

We have wonderful news to tell, compelling ways of communicating it, and a proven track record of reaching people who do not yet know Jesus.

### THE TEAM

Speak Life has an amazing board of trustees, who are a blessing and encouragement. Chaired by Yolanda Ibbett, we benefit from the unique giftings and knowledge each trustee brings.

We currently have 9 people on staff, including CEO and Evangelism Director Glen Scrivener and Creative Director Nate Morgan Locke. This is a new role that will sit within the Admin and Operations Ministry which is overseen by our Operations Director James Place. You can find out more about our team [here](#).

### OUR IMPACT

Since relaunching 321, our online evangelism course, in October 2023 over 8500 individuals have signed up to our new learning platform, with an additional 450 churches running, or looking to run, 321 as a course within their churches.

In the past 12 months we have released 150 videos across our two YouTube channels @SpeakLifeUK and @ReformedMythologist. We have had 1.37 million views in that time, and a growing number of subscribers to the channels. Our podcast has also seen 236,000 downloads.

More than 30,000 copies of The Air We Breathe have been sold since 2022, and in the first 3 months of release How to See Life; A guide in 321 has seen sales of over 4000. How to Speak Life is due for release in Autumn 2024.

# AS STAFF WE VALUE

## GROUNDING FAITH

We earth our Christian faith in our everyday work. We centre ourselves on Jesus when thinking, speaking, acting and praying.

## COMPETITIVE ESTEEM

We love one another as image bearers of Christ. We outdo one another in showing honour in all things.

## GRACIOUS REFLECTION

We are accountable to one another in grace and humility. We are teachable and seek to learn at every opportunity.

## PLANNED SPONTANEITY

We build in time and space to increase creativity. We are nimble in response to the changing world around us.

## EXCELLENT ITERATION

We are active improvers, clear eyed about what we've produced. We always seek to give our best offering to the Lord.

## YOUR IMPACT

You will play a crucial role underpinning the work of the wider team. By performing a variety of financial and administrative tasks, you will work with the Finance and Office Manager to ensure all areas of the charity are working in both a safe and sustainable way.

You will help Speak Life maintain accurate up-to-date records, whilst also ensuring that our giving partners have the information they need and are thanked well.

You will be a blessing to the team - able to work with others, communicate effectively and be happy to undertake a variety of tasks.

You will have an aptitude for numbers and data entry, and be gifted with administration. You will value, and enjoy, working in an administrative role, seeing it as a ministry in its own right. You will understand and be able to demonstrate how good administration can uphold the work of others.

## GOOD TO KNOW

- The deadline for applications is 11.00pm Sunday 14th July 2024.
- Interviews will be held between 17th - 24th July 2024.
- The post will commence Monday 2nd September 2024.

## **ROLE RESPONSIBILITIES**

You will assist the Finance and Office Manager with all aspects of the charity's finance. You will help to improve the current provisions and processes to better support and inform the work of Speak Life, so that we can continue to meet our charitable objectives. You will help implement and maintain robust financial controls.

You will have a heart for those that give, helping to improve our ways of thanking and engaging with our giving partners and champions. You will be able to confidently communicate both in writing and over the telephone with our supporters and suppliers.

You will provide administrative support to Speak Life, with a focus on Health, Safety, Safeguarding and the development and maintenance of the Speak Life Studio - creating an inspirational and practical space for the whole team.

### Finance tasks:

- Input bills, expenses and credit card purchases
- Process payments
- Request speaker expenses
- Process all forms of income
- Process Gift Aid declarations and reclaims
- Maintain petty cash
- Retain a record of stock and assets
- Retain accurate partners records, across a number of sources
- Work in line with, and help develop, the charity's financial controls
- Assist with the development of thanking, including the development of flows and regular support emails
- Assist with our annual giving appeal
- Respond to basic finance queries both over the phone and in writing
- Obtain comparisons and quotes as required
- Oversee the accounts@ and legacies@ inbox

### Admin support tasks:

- Assist with the weekly, monthly and annual HS&S checks, tests and assessments
- Retain a training log and ensure all staff are up-to-date with the required HS&S training
- Assist with the delivery of the staff annual training day
- Minute meetings and retain an action log
- Process DBS applications and complete HSE assessment forms as required
- Schedule meetings - booking meeting rooms, catering and accommodation as required
- Oversee the data@ inbox
- Obtain quotes for work and services
- Procure and manage Speak Life stock and household supplies
- Help maintain the Studio, and work with the FOM to develop a safe and inspirational place to work
- Be a point of contact for contractors in the FOM absence
- Undertake any other administrative task as required by the FOM

### Other:

- Attend the weekly team meetings and bible study
- Participate in admin meetings and 1-2-1's
- Participate in any all staff meetings and training
- To support the wider work of Speak Life, as required and by prior agreement

## KEY DIMENSIONS AND CHALLENGES

- To know the value of admin - to see admin as a gifting and area of ministry
- Maintain financial records with a high level of accuracy
- Ability to focus on specific tasks whilst working within a busy, creative office

## CORE SKILLS AND EXPERIENCE

	Essential	Desirable
An understanding of the role admin plays in an organisation	Y	
Discretion and confidentiality, with an awareness of GDPR	Y	
Some previous experience of working within admin or finance	Y	
Good IT skills, including Google Drive and spreadsheet applications	Y	
Experience of using database applications such as ChurchSuite and Xero		Y
Aptitude for numeracy	Y	
Ability to enter data accurately	Y	
Willingness to learn and undertake a variety of different tasks	Y	
Ability to follow oral and written instruction	Y	
Willingness to attend weekly bible study	Y	

## BENEFITS

- Be part of a growing and supportive team
- Participate in weekly bible study and staff prayer
- Flexible working hours available
- 29 days annual leave, in addition to English Bank Holidays, pro rata
- Long service leave, on completion of 7 year's continuous service
- 5% Employer pension contribution on qualifying earnings
- 4 weeks Sick Pay, rising to 12 weeks on completion of 12 months service
- Access to external money coaching
- Inclusion in the Speak Life Group Life insurance policy, which gives access to a wellbeing portal - currently provided by Legal and General.

## RESTRICTIONS

This role is subject to the relevant employment checks and DBS. Speak Life is a Christian charity that seeks to Love Jesus, and share Jesus with the world, as such all applicants should be able to demonstrate how they are able to support us in doing this.