

CFI CHARITABLE TRUST
t/a Christian Friends of Israel UK
Finance Officer/Technician
Job Description FT/PT

The Trustees of CFI Charitable Trust are seeking to recruit a qualified and experienced financial staff member on or by 1st April 2025, to work in and run the finance department of the Charity.

The Role

It is envisaged that they will report to the Chief Executive, supervise an assistant bookkeeper and work alongside existing staff and the Lead Administrator.

Salary:- Subject to skills and experience. Full time or part- time considered, minimum of 21 hours per week.

Location:- The post is based in the Eastbourne office

Finance Responsibilities:-

Reportable and accountable to the Chief Executive. Provide quarterly management accounts and other financial data as required, working with the Charity's offsite accountants.

In particular:-

1. Overseeing and implementing the processing* of supporters' general and restricted fund donations and trading receipts, including cash, cheques, credit card, SagePay, charity vouchers or equivalent.
2. Payment of bills, restricted fund donations and trust giving**, recording supporter Gift Aid details on QuickBooks, forwarding and recording standing order forms to bank, etc.
3. Processing* bookstall sales for conferences, festivals, volunteers' activities including cash tins.
4. Processing* donations from conferences and delegation speaking tours.
5. Processing salary payments with the Chief Executive and preparing monthly financial reports.
6. Handling Gift Aid claims and bank reconciliation.
7. Managing investment accounts including Israel bonds, Restricted access and Flagstone platform.
8. Assisting with the preparation of end of quarter and end of year management accounts together with the Charity's accountants.
9. Maintaining, processing, replenishing and recording office and other sub office petty cash.
10. Providing cover for part-time Assistant Bookkeeper when on leave.
11. Other accounting and administration tasks as required.

[* Will include paying in, recording - presently on QuickBooks etc.]

[** By direct transfer, international money mover or cheque as appropriate]

Other Responsibilities:-

1. Assisting in the integration of resources stock control and accounts, to avoid duplication.
2. Compliance aspects including PCI DSS, VAT etc.
3. Potential for representing the Charity at Christian events such as Christian Resources Exhibition, and Big Church Festival, by agreement.
4. Assisting at CFI UK annual conference and other events.
5. Assisting with streamlining data handling and promotion of the Charity.
6. Various functions including providing occasional cover for staff taking leave.

Desirable Skills and qualities we are looking for:

- Accountancy qualification such as AAT.
- IT skills and proficiency in accounting software including Excel spreadsheets.
- Good staff collaboration skills, plus the ability to implement personnel policies and procedures.
- Experience in website transactions, other online and terminal payment arrangements / card machines.

General Requirements

- A personal ongoing relationship with the Lord Jesus Christ, shown in Bible reading and prayer.
- Agreement with the mission of CFI Charitable Trust and accord with its foundational principles and aims.
- Additional understanding of Israel can be developed in post.
- A member in good standing of a local church or Christian fellowship, with a servant heart who can work with various Christian denominations at different levels and relate to the Jewish community.
- Willingness to work well as part of a team, versatility in undertaking a variety of tasks and the ability to take responsibility for them.

Enquiries in confidence to: Mr Jacob Vince, Chief Executive, CFI Charitable Trust,
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