

Administration and Finance Manager (AFM) – Full Time

We are looking to appoint a third person to our senior leadership team led by our Senior Chaplain. This new role exists to provide Crowhurst Christian Healing Centre with full administrative and financial support, enabling our vision, to advance the Kingdom of God, to be fulfilled.

Crowhurst Christian Healing Centre (CCHC)

Is a growing non-denominational residential space where people can be loved by God and encouraged to grow in His power. We seek to continue the healing, preaching, teaching of our Lord, at CCHC and worldwide.

The position

We are looking for an energetic, motivated and dynamic individual with the necessary skills of administration, policy development and people management and a recognized qualification in accountancy or bookkeeping to serve as a senior member of staff.

The AFM will work as part of a committed and supportive team at an established and growing Healing Centre in the heart of rural East Sussex (with regular train links to London and Hastings).

Responsibilities:

Responsibility for all policies of CCHC and for overseeing compliance with all legal/regulatory obligations, in consultation with Trustees and leadership.

Line management of Heads of Department and other staff.

Oversight of publicity

Maintenance of the CCHC accounts and business credit card accounts according to standard accounting practices using Sage 50 Accounts software and on-line banking.

Responsibility for financial accounting control, payroll, financial planning and management of all transactional processing.

Skills and Attributes

Motivated and committed to supporting the work of the Christian Healing Ministry as set out in CCHC's Vision Statement.

Excellent administration skills, an understanding of Employment and Charity Law and a thorough understanding of all the requirements of modern computer-based book-keeping and on-line banking.

Reliable and trustworthy individual with good interpersonal and team working skills.

For further information and an application pack please email

chaplain.cchc@btconnect.com

Closing date 12th June 2018