

VACANCY: FINANCE OFFICER POSITION

World Mission Agency - Winners Chapel International is currently seeking a highly motivated and tenacious **Finance Officer** to join the management team at the Manchester Church Office on a full-time basis. Combining sound accounting knowledge with kingdom service principles and strong integrity values, you will contribute to the strategic planning and financial management of WMA Winners Chapel International, Manchester. Based in the Manchester Church Office, you will also be a national resource providing support to other WCI churches as requested.

You should have a relevant accountancy qualification or be studying towards one. You will also have had at least 2 years practical experience of financial and management accounting, financial management and budgetary control.

In addition, interested candidates must:

- Be born again
- Be a member of the commission for at least 6 months
- Have the right to work in UK

Interested candidates should contact the Manchester Church Office for an application form or download application pack online at www.winnerschapelmanchester.org.

Closing date for submission of application forms is 31 January 2012. Interviews will take place in February 2012.

Submission of Application:

Applicants are requested to submit 1). An application letter 2). A well Completed signed and dated WMA Employers Application form and 3). A full Personal CV.

By hand or Post to

Winners' Chapel International, Manchester, PINNACLE HOUSE,
81 – 83 Broughton Lane ,M8 9UE, Manchester.

OR by e mail to: admin@winnerschapelmanchester.org

FINANCE OFFICER	
LOCATION: LONDON, UK	JOB FAMILY: Finance
SALARY:	LEVEL:
JOB PURPOSE: To assist the Mission Accountant in the management, processing and reporting of all financial transaction from an in-depth knowledge of the commission's beliefs, pillars and value system which must have been acquired over time as a member of the church.	
REPORTING LINES: RESPONSIBLE TO: MISSION ACCOUNTANT	
STAFF REPORTING TO THIS POST: NONE	
BUDGET RESPONSIBILITY: NONE	
PERSON SPECIFICATION: The right candidate for this position must: <ul style="list-style-type: none"> i) Be Born again and Spirit -filled. ii) Be studying towards a professional accounting qualification. iii) Have the right to work in United Kingdom. iv) Be able to relate with people within and outside Spiritual environment. v) Have been a member of the Church for at least 6 Months to be able to provide service from an in-depth knowledge of the commissions beliefs, pillars and value system which must have been acquired over time as a member of the church and these values and beliefs <u>must</u> be reflected in the candidates lifestyle. 	
DIMENSIONS: <ul style="list-style-type: none"> • Process and manage financial transactions • Maintain records for all transactions and registers as may be required • Enter data into information systems ensures financial information is completed in accordance with financial timetables • Respond to enquiries and carry out investigation as required • Provide reports on financial transactions • Prepare returns to Regulatory Bodies • providing advice and information 	
KEY RESPONSIBILITIES AND ACCOUNTABILITIES: <ol style="list-style-type: none"> 1. Enter data into Sage, the donation Coordinator and any other information system used within the Finance Office. 2. Prepare returns to Regulatory Bodies as required. 3. Manage Petty Cash imprest system. 4. Keep custody and account for all important documents including numbered forms and WMA Bank cheques 5. From time to time check for periodic updates on regulations and ensure understanding of the provisions and Compliance requirements ensuring all relevant regulations are adhered to 6. Carry out banking activities 7. Work on service days with the counting Team to ensure accurate recording and accountability of service incomes. 8. Administer the processing of Purchase Orders and manage the relationship with external service 	

providers to ensure the successful delivery of quality services and or goods.

9. Carry out checks and controls on transactions including monthly bank reconciliation, checking appropriate support documents on purchases and budget monitoring
10. Contributing to the development and maintenance of financial systems and processes
11. Take responsibility for maintaining the security and confidentiality of personal details. This should include, but not be limited to, steps such as maintaining the confidentiality of password to the Donations Coordinator, Stage, PC etc; password- protecting the PC when unattended, ensuring that donations or donors details are not divulged, secure storage of physical documentation (cards and forms).
12. Undertake any other duties that may be allocated either to cover for absent staff or to reasonably assist in the smooth operations of the office, taking into account primary objectives.

SKILLS & COMPETENCE:

Officer 1

- Part qualified or appropriate finance degree or MBA with a minimum of 1 year's Finance experience
- Ability to plan, prioritise, facilitate change and follow task/project work through to completion with effective results.
- Good level of financial and numerical skills with an above average level of accuracy, consistency and attention to detail.
- Good verbal and written communication, interpersonal and team working skills.
- Computer literacy - Excel and word-processing skills.
- Ability to prioritise and manage workload.
- SAGE knowledge an advantage.
- Shared responsibility with others in the team
- Strong sense of integrity and personal commitment to World Mission Agency's mission "*... liberating the world through the preaching of the word of faith.*"

Officer 2

In addition to the above skills and competence for Officer 1, the following are required

- Minimum of 3 years finance experience
- SAGE knowledge desirable.

Officer 3

In addition to the above skills and competence for Officer 2, the following are required

- Minimum of 5 years finance experience
- SAGE knowledge essential.
- Ability to manage staff and deputise in the absence of the Mission Accountant

NATURE OF CONTRACT:

DATE OF ISSUE:



World Mission Agency-Winners Chapel International

Liberating the World through the preaching of the Word of Faith

APPLICATION FORM FOR THE POST OF:

PERSONAL DETAILS (BLOCK LETTERS)	
Surname Mr/Mrs/Ms/Miss	
First Names (in full)	
Permanent Address including Postcode	
Home Telephone Number	
Work Telephone Number	
Date of Birth	
Age	
Marital Status	
Nationality	

CURRENT OR MOST RECENT JOB					
Current or most recent post held					
Name and address of present or most recent employer	Position held and nature of work	Dates From	To	Reason for leaving	Salary & Benefits

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REFEREES

Please give the name and address of two referees

Referee 1

Name

Occupation

Address

Telephone No.

Referee 2

Name

Occupation

Address

Telephone No

May we contact these referees now? YES / NO

When would you be available to start?

Do you have a health problem or disability which may be relevant to your application? YES / NO

APPLICANT SIGNATURE

I declare that the information I have given is, to the best of my knowledge and belief, true and complete. I understand that the data I have given will be processed and hereby give permission for any details to be retained.

Signature: _____

Date: _____

Thank you for completing this application form. Please submit it to the address indicated on the first page of this form.