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AIM International

Halifax Place

Nottingham NG1 1QN

0115 9838 120

<http://www.aimint.org/eu/>

**Application Form for Finance and Operations Administrator at AIM’s European Mobilising Region Office, Nottingham**

**Strictly Private and Confidential**

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| **Summary Job Description:**  The successful applicant for this position will join the Finance Department Team of AIM’s European Mobilising Region Office and will:   * participate in office prayer and devotional times * provide administrative support to the AIM European Office * process invoices and make payments * process employee expenses * process financial transactions * send out financial statements to missionaries and AIM overseas offices   *See Appendix B for a full job description* | **Person Profile:**  The successful applicant for this position will:   * be a committed evangelical Christian, with a heart for world mission and a desire to play a part in building Christ-centred churches among all African peoples * be committed to personal godliness and have a high level of integrity * have excellent communication, interpersonal, numeracy, literacy and IT skills * have experience and competence in using Microsoft Excel * have a methodical and precise approach to work * learn quickly * have a flexible approach to work * be a good team player |

**Remuneration and benefits:**

The salary will be £10,800 per annum for a 21 hour week. The annual leave allowance is 33 days per annum pro rata (including bank holidays). A pension scheme exists and the payment of employer contributions will commence in the first month of employment.

AIM International is a faith organisation and it is recognised that people who work with us are called by God to do this ministry before the Lord.

AIM International is the European Mobilising Region of Africa Inland Mission International, a non-denominational mission organisation with a priority for the unreached, and an emphasis on church planting and leadership development ministries among the churches and people of Africa.

Applicants for a post with AIM International will be required to show that they have the aptitude, training and experience relevant to the advertised vacancy.

Within the terms of the Equalities Act 2010, it is a Genuine Occupational Requirement that the successful candidate should agree with and sign AIM International’s Statement of Faith (Appendix A) on appointment, and thereafter on an annual basis.

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals.  Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post.  Please visit <http://www.ukba.homeoffice.gov.uk/> for more information.

**Basic notes on completing this application form:**

* Please complete this Application Form with reference to the full Job Description which can be found in Appendix B.
* Please give as much relevant detail as possible in each section.
* Please complete this form and return it, together with a copy of your CV, to: Julie Bailey, Personnel Manager, at [applications.eu@aimint.org](mailto:applications.eu@aimint.org) to arrive by **9am Monday 30th September 2019**.
* **Interviews** are planned for **Tuesday 8th October** in Nottingham, and short listing will take place on Tuesday 1st October. Please note that we will not contact you as to whether or not you have been selected for interview until after short listing has taken place.
* In order for us to acknowledge receipt of your application please provide us with your preferred email address on the application form.

**Declaration**

I confirm that I accept the enclosed Statement of Faith (appendix A) and that the information I have given in respect of my application is, to the best of my knowledge, true and complete.

Signed: Date:

**PRIVACY POLICY**

Africa Inland Mission International, a company limited by guarantee (04598557), a registered charity in England and Wales (1096364) and a charity registered in Scotland (SC037594) is the Data Controller for the personal data of job applicants.

For the purposes of recruitment for AIM posts our lawful basis for processing your personal data is our legitimate interests in administering the recruitment process, reviewing candidates’ suitability for a post and in seeing vacancies filled by letting individuals know of other AIM posts that may be of interest to them. A copy of our legitimate interest assessment is available upon request. Should you not wish to be contacted about future AIM vacancies that we believe may be of interest to you then please inform us by emailing [applications.eu@aimint.org](mailto:applications.eu@aimint.org)

The GDPR provides rights to individuals whose personal data is processed by AIM; specifically the right to be informed, the right to access data we hold about you, the right to object to direct marketing, the right to object to processing carried out on the basis of legitimate interest, the right to erasure (in some circumstances), the right of data portability, the right to have your data rectified if it’s inaccurate and the right to have your data restricted or blocked from processing. For more information please visit <https://eu.aimint.org/privacy/>

We do not trade personal data for commercial purposes and will only disclose it if required by law, as part of our legitimate interests, or with your consent. Your personal data will only be accessible to individuals employed by AIM and will be held on our secure servers; it will not be transferred outside of the European Economic Area (EEA) at any time.

Any correspondence/application forms/cover letters/aptitude tests/interview notes/feedback or any other material (whether paper or electronic) relating to the position will be kept by AIM for a period of twelve months from the date the post is filled and then securely destroyed. Information relating to the successful applicant will be moved to their personnel file and retained for a period of six years from the date their employment ceases.

**Personal details:**

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| --- | --- | --- | --- |
|  |  | | |
| Full name: |  | | |
| Maiden/Former name(s): |  | | |
| Address: |  | | |
|  |  | | |
|  |  | Postcode: |  |
| Home telephone: |  | Work telephone: |  |
| Mobile phone: |  | Email: |  |
| If you have lived at the above address for less than three years please give your previous addresses with dates: | | | |
| Dates (mm/yy): |  | Dates (mm/yy): |  |
| Address: |  | Address: |  |
|  |  |  |  |
|  |  |  |  |
| Postcode: |  | Postcode: |  |
|  |  |  |  |
| Do you require a work permit to work in the UK?  *If the answer to this question is ‘yes’, you will need to bring this with you, if called for interview* | | □ Yes | □ No |
| Could you attend an interview on the date suggested (Tuesday 8th October 2019)? | | □ Yes | □ No |
| If we need to contact you concerning this application, can we phone you at work? | | □ Yes | □ No |

Where did you hear about this vacancy? …………………………………………………………………………………………………

**Health**

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| If you are appointed to the role, you may be asked for further medical information and may be asked to undergo a medical examination. |

**Educational Record**

List your educational record starting with your secondary education:

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School / College / University / Institution | From | To | Qualifications gained |
|  |  |  |  |
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**References**

Please give the details of three referees. References will only be taken up on offer of the position.

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| --- | --- | --- | --- | --- | --- |
| **Your present employer** | | **A Christian friend** | | **A Church Leader** | |
| *(If not currently employed, please nominate your last employer or a school/college tutor)* | | *(Preferably someone who has known you for three years or more)* | | *(The pastor, elder or equivalent from your home church, or the church that you currently attend)* | |
| Name: |  | Name: |  | Name: |  |
| Position: |  | Position: |  | Position: |  |
| Phone: |  | Phone: |  | Phone: |  |
| Email: |  | Email: |  | Email: |  |
| Address: |  | Address: |  | Address: |  |
|  |  |  |  |  |  |
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**Christian experience**

Please tell us something about your Christian experience: how you became a Christian and what being a Christian means to you. Also include a note of activities, present and past, you have taken part in as a member of your church.

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Please tell us something about your motivation to be involved in world mission, and a note of mission activities, present and past, you have taken part in.

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With reference to the job description and person specification, please share how you have sensed God’s leading to pursue this opportunity and why you believe you would be suitable for the role.

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**Employment history**

Starting with your most recent employment, please list your employment history in the table below:

|  |  |  |
| --- | --- | --- |
| *Employer’s name and address* | *From/to (mm/yy)* | *Job title and description of duties* |
|  |  |  |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| *Employer’s name and address* | *From/to (mm/yy)* | *Job title and description of duties* |
|  |  |  |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| *Employer’s name and address* | *From/to (mm/yy)* | *Job title and description of duties* |
|  |  |  |
| Reason for leaving: | | |

A Basic DBS check will be requested for the successful candidate.  Having a criminal record does not necessarily bar anyone from working with us.  This will depend on the nature of the position and the circumstances and background of the offence(s).  If you have a criminal record, details should be sent under separate confidential cover to the Personnel Director at [personneldirector.eu@aimint.org](mailto:personneldirector.eu@aimint.org).

A copy of our policy on the Recruitment of Ex-Offenders may be obtained on request.

**APPENDIX A – STATEMENT OF FAITH**

1. The unity and trinity of God, eternally existing in three co-equal Persons: the Father, the Son and the Holy Spirit.
2. God the Creator and Preserver of all things, who created man, male and female, in His own image, and gave them dominion over the earthly creation.
3. The deity and humanity of God the Son, the Lord Jesus Christ, who, being very God, also became man, being begotten of the Holy Spirit, born of the Virgin Mary, was crucified, dead and buried, was raised bodily from the dead, and ascended to the right hand of the Father, whose two natures continue eternally and inseparably joined together in one Person.
4. The deity and personality of God the Holy Spirit, and the necessity of His work to make the death of Christ effective to the individual sinner, leading him to repentance towards God and faith in the Lord Jesus Christ; and in His ministry, dwelling permanently within and working through the believer for godly life and service.
5. The divine, verbal inspiration, infallibility and inerrancy of the Scriptures of the Old and New Testaments as originally given, and their absolute and final authority in all matters of faith and conduct.
6. The human sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
7. The sacrificial death of our Representative and Substitute, the Lord Jesus Christ, the incarnate Son of God, by the shedding of whose blood atonement was made for the sins of the whole world and whereby alone men are redeemed from the guilt, penalty and power of sin.
8. The necessity of the new birth as the work of God the Holy Spirit, to be obtained only by receiving the Lord Jesus Christ as Saviour; that men are saved by grace through faith, not by works.
9. The security of the believer, based entirely on the atoning work of the Lord Jesus Christ, whereby, as a born again child of God, he has assurance of salvation and has the right to all the privileges of the sons of God.
10. The responsibility of the believer to maintain good works, and to obey the revealed will of God in life and service, through which eternal rewards shall be received.
11. The True Church, whose Head is the Lord Jesus Christ, and whose members are all regenerate persons united to Christ and to one another by the Holy Spirit.
12. The observance of the ordinances of Baptism and the Lord's Supper as appointed by the Lord Jesus Christ.
13. The supreme mission of the Church as being to glorify God and to preach the gospel to every creature.
14. The personal and visible return of the Lord Jesus Christ.
15. The resurrection of the body.
16. The eternal blessedness of the saved and the eternal punishment of the lost.

**APPENDIX B – FULL JOB DESCRIPTION**

**JOB TITLE**: Finance and Operations Administrator

**PLACE OF WORK:** European Office, Nottingham

**HOURS OF WORK:** 21 hrs/week

**RESPONSIBLE TO:** Finance Director

**JOB SUMMARY:** To prepare invoices and make payments, process financial transactions in the accounts system, and provide administrative support to the European Office

**CORE TASKS:**

1. **EUROPEAN OFFICE ACTIVITIES**

* Participate in, and lead on a rota basis, daily Office Staff Devotions and Prayers, to include Bible reading, commentary, and prayer for UK-based staff, overseas missionaries, Unreached People Groups and AIM’s Vision 2020
* Participate in Staff Conferences and other events organised by the European Director

1. **INVOICES AND PAYMENTS**

* Preparing payments for bills incurred by the UK Mobilising Team, including business expenses
* Preparing payments for business expenses for UK missionaries
* Ensuring supporting documents for expense claims are received and filed
* Maintaining petty cash system
* Bank reconciliations

1. **MISSIONARY FINANCES**

* Entering transactions in the accounts system to reflect missionaries’ financial activity
* Sending out financial statements for missionaries and regions

1. **OFFICE ADMINISTRATION**

* Handling and directing incoming telephone calls
* Arranging rotas for office staff devotions, and incoming and outgoing post
* Ordering stationery, including consumables for printer and franking machine
* Ordering food for events such as staff days and Board meetings
* Updating database with change of address details
* Adding and removing individuals from mailing lists

1. **PROPERTY AND EQUIPMENT ADMINISTRATION**

* Arranging contractors for regular property maintenance work
* Arranging PAT testing

1. **HEALTH AND SAFETY**

* Fire alarm testing
* Arranging annual workstation assessments

1. **GENERAL RESPONSIBILITIES**

* Working within legal, charity and organisational guidelines
* Maintaining an active interest in the wider ministries of AIM International
* Promoting externally the aims of AIM International, as appropriate for your particular skills and responsibilities, and within your spheres of influence
* Other duties as requested by the Finance Director

**APPENDIX C – PERSON SPECIFICATION**

| **Attribute** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Education and Qualifications** | * 5 A\*-C GCSEs or equivalent, including maths and English Language * 3 A-levels or equivalent, or an ability to demonstrate experience in a relevant employment context | * Experience of working in an administrative capacity * Experience of working in a finance capacity |
| **Work Experience** | * Experience and competence in using Microsoft Excel, Word and Outlook * Excellent telephone manner | * Experience of working with computerised finance systems * Experience of using databases |
| **Skills and Abilities** | * Excellent communication skills, both verbally and in writing * Excellent numeracy, literacy and IT skills * Precise, with an eye for detail * Logical, analytical, thorough and methodical approach to work * Proven ability to organise and prioritise work well, taking initiative where appropriate * Proven ability to assimilate information and become proficient in new tasks * Flexible approach to work, including the ability to multi-task * Proven ability to work calmly under pressure, and to meet agreed deadlines * Good team player, while able to work independently |  |
| **Personal Qualities** | * Committed Bible-believing Christian, with a heart for world mission and a desire to play a part in building Christ-centred churches among all African peoples * Commitment to personal godliness and integrity * Ambitious to serve God in this role * Excellent interpersonal skills, and a high level of emotional intelligence * Evidencing humility and a teachable spirit * Resilient, with a positive attitude * Commitment to excellence * High level of self-awareness |  |