

# Job: Finance & Operations Administrator

*Do you have a desire to serve God by using your gifts to help build Christ-centred churches among all African peoples?*

Africa Inland Mission is looking to appoint a part-time Finance & Operations Administrator (21 hours) to join its European Mobilising Team, which is based in Nottingham. This is an important role, with financial, administrative, relational, and spiritual dimensions. The successful candidate will be a part of the Finance & Operations Team, helping to serve the needs of AIM's missionaries and supporters.

## The role includes:

- participating in office prayer meetings
- processing invoices and making payments
- processing financial transactions
- providing administrative support to AIM's European office

## The successful candidate will have:

- a godly character
- excellent interpersonal, communication, numeracy, literacy and IT skills
- a methodical and precise approach to work
- the ability to work well in a team
- a heart for mission
- experience and competence in using Microsoft Excel

The closing date for applications is **9am Monday 30th September 2019** with interviews, for those shortlisted, being held in Nottingham on **Tuesday 8th October**.

*Within the terms of the Equality Act 2010, it is a Occupational Requirement that the successful candidate agrees with and signs AIM International's Statement of Faith.*

An application pack can be downloaded at [eu.aimint.org/jobs](http://eu.aimint.org/jobs)

For more information contact:

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