

# FINANCIAL ADMINISTRATOR (CANADA)

I. Title: Financial Administrator (Canada)

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically concerning internal financial operations in Canada.

IV. Definition: She shall report to and be under the direct supervision of the Executive Director (Canada). She shall be also responsible to the Executive Director (USA), the Director of Ministries, and the Board of Directors (Canada).

V. Principal Responsibilities:

- Operations, Advancement, Finances, and Communications
  - update and streamline financial operations
  - oversee all bookkeeping functions
  - assist in tracking income/expenses related to initiatives
  - manage insurance programs, business relationships, and other operational systems
  - work with Auditor to supply information in order to produce annual audit
  - provide content and support to production of materials for reports
  - assist Executive Director, Director of Ministries, and Director of Advancement Operations concerning all development and communications
  - other responsibilities as assigned

VI. Other Responsibilities

- as assigned by the Executive Director (Canada), Director of Ministries, the Executive Director (USA), and the Board of Directors (Canada)

VII. General Responsibilities

- shall dedicate herself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)



- bachelor's degree or equivalent experience in relevant fields
- three years of significant and relevant experience in pastoral ministry and regular ongoing church ministry opportunities
- strong organizational and management skills
- strong oral and written communication skills
- ability to work independently and with others
- proficiency in office computer software (productivity software, email, etc.)
- demonstrated character as outlined in Titus 2
- demonstrated commitment to the vision of the CST