

FINANCIAL ADMINISTRATOR

Job Description

I. Title: Financial Administrator

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).

IV. Definition: He/she shall report to and be under the direct supervision of the Director of Ministries. He/she shall be also responsible to the Executive Director and the Board of Directors.

V. Principal Responsibilities:

A. Initiative: Simeon Course on Biblical Exposition (SCBE)

- responsibilities as assigned

B. Initiative: Workshops on Biblical Exposition

- responsibilities as assigned

C. Financial Operations

- oversee all bookkeeping and payroll functions
- assist in tracking income/expenses related to initiatives
- provide content and support to production of materials for quarterly reports

D. Development and Communications

- assist Executive Director, Director of Ministries, and Director of Advancement concerning all development and communications activities

VI. Other Responsibilities

- as assigned by Director of Ministries, Executive Director, and the Board of Directors

VII. General Responsibilities

- shall be dedicated to prayer and study of the Word
- shall attend with regularity and maintain active membership in a 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 field
- three to five years of relevant experience (preferred, not required)
- proficiency in office software (operating system, productivity software, email, etc.)
- proficiency in web/print design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST

