

Bookkeeper / Accounts Administrator (part-time)

Information and Application Pack



Introduction from the CEO

Feba is all about the creative use of radio and other audio media to inspire people to follow Jesus - reaching people with the good news of the Christian gospel, in some of the most difficult and hard-to-reach places across Africa, Asia and the Middle East.

Our ministry partners always seek to work with local organisations, recognising the unique importance of the local church as God's primary agent for change. As the UK face of FEBC International, we fund a number of projects within the association, but we also support a number of independent third parties too. Being 'close to the listener' has always been important to Feba, producing content in people's 'heart language' that speaks to the listeners lived experience. Through this ministry to the whole person, sharing how Jesus impacts all parts of life, it is our prayer that listeners will say 'yes', and choose to follow Jesus Christ.

We're a relatively small team but with a desire and commitment to develop and grow, and to 'punch above our weight' as we press on to pursue what God has in store for this exciting niche ministry, building on the past 60 years. We strive to give of our best whilst acknowledging that ultimately the work is God's and we are dependent on him. Right now, we're looking for an experienced and motivated Bookkeeper to join our team, to ensure that our financial management - including recording and reporting practices - are properly able to support this vital work.

It's worth noting that we're currently working from home so far as possible, and it is our expectation this new role would likewise be based offsite until at least later in spring 2021. Once COVID-19 related restrictions are eased, however, it is anticipated that the post holder would be traveling to work routinely Feba UK's office in West Sussex.

Please do read on to find out more about the role. If there's anything that's unclear or you have any specific questions or concerns, please don't hesitate to get in touch for an informal chat - I'd be very happy to speak with you.

Thank you so much for your interest in Feba.

God bless,

Bob Chambers
Chief Executive

PS: If this role isn't quite right for you but you think it might perhaps suit someone you know, then please do feel free to forward the details to them – thank you!

Feba's ministry

Feba is all about the creative use of radio and other audio media to inspire people to follow Jesus. We work with partners across Africa, Asia and the Middle East with a particular focus on contexts that are 'closed' or where it is difficult to be a Christian. The broadcast material is always contextually relevant and appropriate, addressing the interests and needs of local listeners; team members seek to engage and build relationship with listeners through various follow-up channels. Wherever possible, we seek to support the work of the local church.

Radio can be powerful and personal, with messages broadcast in someone's 'heart language' reaching behind closed doors. Radio can convey messages of hope, inspiration and love, as well as sharing new ideas, challenging assumptions, or promoting different behaviours. Programmes can be life-changing in all sorts of ways, and by the work of the Holy Spirit they can be truly life-giving too.

Applying a Christian worldview or lens to wide-ranging topics and material at a local level, our partners can help make the gospel message relevant and accessible to their audience, and signpost God's Kingdom. It's not always possible or appropriate to proclaim the Christian message overtly, but our underlying motivation and desire is for Feba's ministry to help introduce listeners to the uniquely good news of Jesus Christ.

About the role

This part-time role has a varied set of responsibilities across all aspects of finance. You will be responsible for handling Feba's day-to-day financial transactions and provide regular up-to-date information about current income, as well as analysis of trends and forecasts in accordance with Christian principles of stewardship.

Key responsibilities include:

- managing financial bookkeeping for all Feba's day-to-day finances including posting, payment of invoices and other financial transactions within agreed limits;
- handling all automated and online supporter donations;
- reconciling bank accounts;
- preparing and submitting Feba's Gift Aid tax claims;
- providing regular financial reports as required for the CEO, Board of Trustees, Auditors, Companies House and Charity Commission;
- liaising with Payroll provider;
- assisting in preparation of budgets and in providing year end information for Auditors.

Personal qualities, skills and experience:

- a clear and demonstrable personal Christian faith, including active membership of a church;
- a deep personal commitment to the mission and values of Feba;
- a servant heart;
- a minimum of two years' bookkeeping or other relevant experience. Financial qualifications would be desirable but not essential.
- experience of extracting, interpreting and reporting financial information for senior management colleagues;
- the ability to work efficiently to high standards of accuracy, at both a detailed and 'big picture' level – to aid operational and strategic decision making;
- a high level of competence and confidence in the use of Excel, Word and Outlook;
- familiarity with a CRM system such as thankQ, and a browser-based accounting package such as QuickBooks;
- a good grasp of the particular requirements of charity sector finance

Terms and Conditions

Salary:	Based on a full time salary of £21,000 - £23,000 per annum, pro rata
Contract:	Permanent (subject to six months' probation)
Hours:	30 hours per week (ideally spread over 5 days) with some flexibility during peak periods
Location:	The office is currently in Worthing but a move is likely, when we hope to relocate somewhere between Worthing and Chichester <i>Please note that due to COVID-19, all staff are currently working from home.</i>
Closing date:	8 th March 2021
Panel interview:	12 th March 2021

How to Apply

To apply, please email recruitment@feba.org.uk attaching your CV and a covering letter, which combined should include answers to the following:

- Please provide details of your relevant experience working in a similar role, explaining clearly your personal contribution and areas of responsibility.
- Please highlight the main reasons why this particular post appeals to you now.
- Please tell us briefly about your own journey of faith and what it means to you today.

If you would like an informal chat about this role, please contact Bob Chambers, Chief Executive (either by email bchambers@feba.org.uk or phone 01903 286410).

All applicants must be wholeheartedly committed to the aims, ethos and values of Feba. Please note that this post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.