



Christ Ambassadors Ltd

2 Corinthians 5:20; We are therefore Christ's Ambassadors, as though God were making His appeal through us. We implore you on Christ's behalf: Be reconciled to God.

Financial Administrator

Principal Functions:	Assists Treasurer in keeping accounts
Duties:	<ul style="list-style-type: none">• Keeps paper and computer record of incomings and outgoings• Issues invoices and receipts• Liaises regularly with CA Treasurer• Photocopying, filing and other administrative duties
Where:	Enfield and Edmonton
When:	From May 2010
Commitment:	1 day/evening a week Total of 3 hours a week
Duration:	Flexible
Requirements & Qualities:	<ul style="list-style-type: none">• Must be organised and able to work in a team• Experience in using Excel and SAGE essential although training can be provided• Good communication skills• Enthusiasm and a willingness to learn• Punctual, Reliable and Dependable
What's in it For You:	<ul style="list-style-type: none">• Commitment to fulfilling the aims and objectives of CA• Meeting and interacting with new people• Utilising existing skills for community benefit• Gaining new skills and experience
What can you expect from us:	<ul style="list-style-type: none">• Support and Training in role• Reimbursement of out of pocket expenses for costs such as printing, travel, etc. These are detailed in our Expenses Policy• Certificate of Volunteering presented at CA Fundraising events and Awards ceremonies
For more info	Email Christ.ambassadors.org.uk or call 07958 019 795