



Langham Partnership (UK & Ireland) (LPUKI)
Finance Administrative Assistant
Salary: £21,500
Location: Carlisle, UK
Contract Type: Permanent Full Time

Would you like to be involved in supporting a global organisation to achieve its aims, in making a difference across the world?

The Langham Partnership is a global movement working to equip and resource the church across the world.

In the position of Finance Administrative Assistant, you will have a varied role being part of a small, friendly and committed finance team processing payments (both UK and international) and also supporting the wider fundraising team with a range of administrative tasks (minute taking, room booking etc..)

Preferably the successful candidate should have experience of payment processing and administrative tasks but good organisation skills with the ability to work methodically and show attention to detail, along with a willingness to learn and be trained are welcome as full training and support will be provided.

We kindly ask that the successful candidate be supportive and sympathetic to the aims and objectives of Langham and its faith position.

Does the above sound an exciting proposition? Then please get in touch – we would love to hear from you.

Job Description

Background on Langham

Our vision:

Langham's vision is to see churches across the world equipped for mission through the ministry of pastors and leaders who believe, teach and live by the Bible. 61% of the world's Christian believers reside in the non-Western world. Langham walks in the hard places of poverty, pressure and potential.

Who we are:

Langham Partnership UK and Ireland (LPUKI) is a senior partner in the 6 partnerships which, linked together under a protocol document and an international council, together raise the funds and oversee the strategy of Langham's international Christian mission and ministry serving in more than 90 nations.

There are 41 Langham staff working in the UK and Ireland. The Langham Service Centre (purpose-built in 2021) is based in Carlisle and approximately 16 staff members work from there with the rest home-based. This post would be based at the Service Centre in Carlisle, with the ability to work from home as well.

Further information on Langham's mission as well as copies of prior year financial statements can be found at: <https://uk.langham.org>

The Langham group has a growing annual global turnover of about £7.4m and much of this cash flows through the UKI accounts which acts as 'banker' to the group.

LPUKI is a charitable company limited by guarantee.

Role of Finance Administrative Assistant

The role would comprise 2 aspects:

- Working as part of a 2 person payment processing team, receiving payment requests from the various Langham teams and processing these on a timely basis. Ensuring the accounting system and other internal records are kept up to date to reflect payments due and made. Also, supporting other finance tasks as required. This part of the role would be 20 hours per week.
- Supporting the wider LPUKI team with administrative requirements. This part of the role would be 17.5 hours per week and would comprise tasks such as arranging meetings, minute taking, responding to website queries and other tasks as the need arises.

Job Description

Tasks and responsibilities

Payments Processing

- Receive and process payment requests from the various Langham Partnership departments.
- Apply checks and controls that payment requests are correctly authorised and have all required supporting documentation, being alert to the risks of fraud and error.
- Accurately maintain and keep up to date both internal payment and finance records and the Intacct Accounting System with information on payments due and paid.
- Process payments using the Langham approved payment systems and processes – eg through the online bank, or payment service provider and having regard to the authorisation protocols within the Finance Team

LPUKI Administration

- Undertake a range of administrative tasks, as directed, to assist the smooth running of the wider LPUKI team. This may involve tasks such as:
 - Responding to enquiries received via the website – directing to the relevant member of staff and collating a response
 - Providing administrative support at meetings eg circulation of papers in advance of the meeting, minute taking
 - Arranging meeting rooms, travel and/ or accommodation on behalf of staff

Person Specification

The table below sets out the essential and desirable criteria for the role. Above all, a keenness and willingness to learn are required as full training and support will be provided.

Essential	Desirable
Experience	
Experience of making payments electronically through an online banking system	Experience of processing international payments (full training will be provided)
Awareness of authorisation controls over payment requests (eg checking for approval from a budget holder and agreeing to supporting documentation (invoice etc..))	
Awareness of the potential for fraud, and being alert to the potential for fraudulent payment requests	
Experience of using an accounting system to record payments due and made	

Essential	Desirable
Experience of a wide range of administrative tasks (electronic filing, minute taking, booking meetings (virtual and physical), travel and accommodation, responding to website enquiries and directing requests to relevant staff	Awareness and/or experience of using a Customer Relationship Management system (CRM) to manage donors and contacts (full training will be provided).
Qualifications	
Experience and 5 GCSE (or equivalent) at grades 9 to 4 (A* to C)	
Competencies	
Experience in using to a competent level Microsoft Excel and Word	Experience of Microsoft Powerpoint
Good communication skills both written and verbal	
Ability to organise self, forward plan and meet deadlines.	
Other qualities	
Self-motivated with the ability to work independently as well as being able to work as part of a team.	
Support and understanding of the aims and faith position of Langham Partnership	
Awareness of the importance of confidentiality with regard to data	Knowledge of the Data Protection Act
A high level of personal and professional integrity	

Salary and Other Benefits

Remuneration: £21,500 per annum

Hours of work: Full-time, 37.5 hours per week Monday to Friday. A part time 0.8 FTE role would be considered.

Place of Work:

- Langham Service Centre, Lancaster Street, Carlisle. CA1 1TF for the payment processing aspect of the role (20 hours per week)
- Either Langham Service Centre or home-based for the administration aspect of the role (17.5 hours per week)

Travel Occasionally, some travel may be required (eg for minute taking, meeting support). This is expected to be rare and a good period of notice would be given

Holidays: 25 paid working days in addition to UK public holidays and those working days falling between Christmas and New Year. (Pro-rata for part time)

Pension: LPUKI will pay pension contributions equivalent to 8% of your salary

Application Process

To apply for the above role, please email David McMullan (LPUKI Deputy CFO) (david.mcmullan@langham.org) a letter explaining why you would like to be considered for the role, along with a copy of your CV and a completed application form. The closing date for applications is **Friday 27th January 2023**

If you would like to discuss the position and job requirements, please don't hesitate to email David.