

## THE CHRISTIAN SCIENCE COMMITTEE FOR “FOCUS”

Position available:

### **Administrator/Book-keeper**

The Christian Science Committee for “Focus” is seeking a part-time paid administrator/book-keeper. The role will be on a self-employed basis, working from home. The role will be on a ‘zero-hours’ contract, as the workload is highly variable depending on the Focus events schedule, and will entail some evening and weekend work to attend committee meetings etc.

The successful applicant will be highly organised, proficient in administration procedures and relevant computer applications, and articulate in communicating the aims and values of Focus. Basic book-keeping experience is an advantage, but appropriate training will be given.

“Focus” is a registered charity \* which aims to foster the appreciation and awareness of Christian Science in young people, by organising residential meetings and other events for a variety of age groups. The administrator / book-keeper will assist the trustees in all aspects of running the charity:

#### Charity Administration

- Reporting to the Focus Secretary
- Compiling Trustees’ steering committee and subcommittee meeting agendas
- Circulating agendas and minutes to committee members, and Zoom meeting setup
- Liaising between Focus steering committee and sub-committees
- Managing Charity Commission filings and associated paperwork
- Monitoring Focus email accounts and liaising with the Focus Secretary, Focus Treasurer and other trustees

#### Book-keeping and Financial Management

- Reporting to the Focus Treasurer
- Making payments using electronic banking and issuing invoices / refunds
- Maintaining accurate bank and book-keeping records via Xero software (training will be given)
- Assisting the Treasurer with compilation of regular committee financial reports
- Assisting Treasurer in making funding and grant-aid applications
- Assisting committees and the Treasurer in constructing event budgets and monitoring budget compliance
- Administering and keeping records of financial support offered to event participants

#### Newsletters, Website and Social Media

- Administration of Focus mailing database, preparing newsletters, email mailshots and flyers

- Ensuring Focus website is accurate and up-to-date, in collaboration with graphic designers and website administrator
- Posting event updates on Facebook and other social media channels
- Maintaining contact with young people interested in Christian Science

#### Event Management

- Supporting committees with upcoming and ongoing events
- Assisting Focus Secretary with participant applications and participant applications and registration
- In-person attendance at some Focus events is desirable, but not necessarily required

Focus offers a competitive rate of pay. The position is offered on a self-employed basis, and the appointee will be responsible for their own tax and national insurance affairs. The position is not pensionable and does not attract paid holiday.

To apply, please email a cover letter and enclose your cv, to [secretary@focuscs.org.uk](mailto:secretary@focuscs.org.uk) by the closing date of 29th February 2024.

\* The Christian Science Committee for "Focus" is registered as a charity in England and Wales, #1108429. [www.focuscs.org.uk](http://www.focuscs.org.uk)