22nd July 2017

Dear Friend,

Bilton Evangelical Church is an active and growing group of Christians who are focused on 'Loving God, Loving People, Transforming Communities'. We are looking for an excellent individual to work as a Finance Administrator, alongside our Trustee's, in coordinating our finance administration processes.

Working directly for our Lead Pastor and our Trustee responsible for finance, you will be responsible for the day to day financial activities of the Church ensuring that financial information is processed and delivered in a professional and efficient way. You will help us in producing accurate and timely monthly reports and assisting in preparing budgets and end of year accounts.

You will have a good working knowledge of accounting software including MS Excel at an advanced level. You will have knowledge of processing transactions, income and expenditure on finance packages. You will have had experience working in a similar role where you will have built up comprehensive experience of the full range of finance processes.

You do not need to be a Christian to do this job well, but you will need to have empathy with the ethos and ethics of the Church and be comfortable working in an environment where your colleagues will share a Christian world view of sharing their faith in the community at large.

Hours - 16 per week (flexible)

Salary (WTE) - £19 - £23k pro rata

Please find together with this letter the application form, job description and person specification.

The deadline for applications is Monday 7th August. Applications to be sent to [office@becchurch.org.uk](mailto:office@becchurch.org.uk) or sent to the Office,14 Main Street, Bilton, Rugby,CV22 7NB.

Interviews will be held on the morning of Thursday 10th August for the shortlisted candidates.

Thank you for the interest,

Yours sincerely,

The BEC Team