

St. Anne's Lutheran Church (London) Administrator

Job details

Part-time hybrid role (16 hours per week)
Salary £10,667 per annum with pension (£25,000 FTE)
Commencement of Position September 1st September 2022
Closing date for applications 11 August 2022

Role and Responsibilities

St Anne's Lutheran Church was founded in London after World War II. Our congregation is comprised of worshippers from the United Kingdom, the United States, Germany, the Nordic and Baltic countries, Tanzania, Australia and many other countries. We have weekly worship services and other special events.

The Administrator for St Anne's Lutheran Church (SALC) proactively supports the Pastors, Trustees and the congregation. The successful applicant will be responsible for the day-to-day management and function of the vestry office for our congregation, which worships in the City of London at St Mary-at-Hill (London EC3R 8EE).

The administrator would be expected to provide support and assistance with church policies and procedures, as well as with systems and operations, to ensure the excellent administration necessary to the effective functioning of the church.

The work includes accurate and timely management of day-to day financial transactions, bookkeeping systems and congregational record-keeping, as well as administrative support for worship services and church events.

Attendance at the church office is required every Thursday and at least one Sunday morning per month. Otherwise the role may be worked flexibly by agreement.

Essential

You will be highly organised with excellent interpersonal and communication skills. IT literacy, numeracy and some bookkeeping skills are also essential.

Full person specification available by contacting:

timolehtonen@icloud.com

or in writing addressed to:

Timo Lehtonen, Trustee
St Anne's Lutheran Church
c/o St Mary-at-Hill
Lovat Lane
London EC3R 8EE.

Email applications are encouraged in order to reduce delays. SALC is committed to promoting inclusion and diversity in its recruitment. We welcome applications from any background.