

Bethany Ministries Ltd

Finance & Administration



Job Brief

1. To ensure that the mission of Bethany is being carried out faithfully. It is stated as, “Bethany offers a place of rest, reflection and restoration for Christian workers.” To encourage the rest that Jesus demonstrated, we offer an intentional place to step into retreat and communion with God. We welcome all church denomination members and take special emphasis in caring for those who are engaged in full-time ministry.
2. To perform the accounting and finance duties of Bethany to ensure timely, accurate, and sustainable management of Bethany’s finances. Participation in donor relations and fundraising will also be a large component of this role.
3. To lead a strong Christian team committed to God’s purposes at Bethany living under God’s authority and protection. The Finance Lead, along with the other members of the Ministry Leadership Team, will have some limited responsibility, according to his/her God given gifts and skills, for some part of the hospitality functions of Bethany without which the Ministry cannot continue.

Responsible To

The Finance Lead reports to the Ministry Manager of Bethany. The Board may invite the Finance Lead to attend the Board meetings as a non-voting invitee.

Responsibilities

- A) Financial Planning – including working with the Bank regarding accounts and credit cards
- B) Money Management – making payments, tracking Invoices and gifts
- C) Donor Relations – develop and facilitate giving of donors while also conducting general donation management and record keeping.
- D) Reporting – working with Bethany’s Auditor and with the Inland Revenue as appropriate. Assist with databases of guest room assignments, statistics, profiles, and other information. This is to ensure clear coordination of hospitality service, management reporting, development and monitoring of ministry milestones
- E) General Support—help team members, as necessary and appropriately, as well as covering other duties during other staff's day off and holidays.

This will include, but is not limited to, book keeping, use of Quick Books reporting, bill-pay, petty cash oversight, donation management, regular reporting, vendor correspondence, and record keeping. There will be administrative work involved including but not limited to keeping the business office organized and producing efficient, running statistical reports and analyses (both financial and with regard to guests and guest nights), aiding in fundraising and public relations campaigns, and keeping office stationary levels maintained.

As assigned by the Ministry Manager, hospitality work will be required which may involve participating in the upkeep and overall presentation of Bethany’s homes to serve Bethany’s guests.



Knowledge & Experience

- Office administration experience
- Proficient in Microsoft Office tools (Excel and Word)
- History living and working cross-culturally. History working in full-time ministry.
- Accounting experience is a plus

Skills and Abilities

- Good English speaking and writing. Cantonese speaking and writing ability is an advantage.
- Composed and flexible as needs evolve and volume of work changes
- Good interpersonal skills, culturally sensitive, and upholds confidentiality
- Values teamwork and collaborates well with others.
- Coachable with a learning attitude.
- Good organisation and detail-oriented
- Hard working

Terms and Conditions of Service:

The post is a voluntary and non-salaried position offered to those candidates who are able to fund their own living expenses. The ideal candidate is for a couple whose spouse simultaneously holds an active position at Bethany. A 1 to 2-year contract term is desirable.

Benefits:

- 2 days off each week
- 12 public holidays plus 20 days' annual leave
- Flexible schedule based on life events
- Modest on-site self-contained accommodation and utilities provided
- Meals or basic food supplies provided (included with sharing dinner with guests)
- Phone stipend of HKD100 per month
- Accident insurance coverage
- Active on the job training and team support
- Birthday celebrations
- Bi-Annual Staff Outings
- Weekly devotional sessions

Bethany is built on the ethos of a loving Christ-centered family. We consider everyone—Board Members, frontline staff, management team, guests, and even contracted workers as integral parts of one family. We foster a culture of humility and servant leadership that pursues God's redemptive care for his creation. Will you prayerfully consider joining us?!