



The United Reformed Church
seeks to appoint an
**Administrator to the Retired Ministers' Housing Society/
Administrative Assistant to the Finance Office**
based at Church House, Tavistock Place, London
Salary – £24,260

Based at our central London offices, the United Reformed Church is seeking a flexible and dedicated individual to provide high quality administrative support to both the Retired Ministers' Housing Society and the Finance Office. The Retired Ministers' Housing Society services numerous properties and tenants around the UK and the Finance Office provides a range of services to the central and wider church. You should be willing to carry out a variety of administrative duties, which includes taking minutes, liaising with tenants, using databases and undertaking financial related tasks.

To apply for this post candidates will need to meet the following criteria:

- be educated to A Level standard or equivalent; (a basic financial qualification would be desirable);
- have a minimum of two years' administrative experience;
- possess knowledge of basic office administrative systems;
- have proven experience of using Word, Excel and Access programmes;
- have an excellent telephone manner and listening skills;
- be able to deal sympathetically, but firmly with tenants;
- be able to work on own initiative; and
- show a willingness to work as part of the Finance Team and within the Christian ethos of the United Reformed Church.

If you are interested in working for us and can meet all of the above requirements please contact us/see our website for an application pack (please note that we do not accept CVs):

Sally Moore, Human Resources Office,
The United Reformed Church,
86 Tavistock Place, London WC1H 9RT
Tel: 0207 691 9874
Email: recruitment@urc.org.uk
Website: <http://www.unc.org.uk/jobs>

Closing date for applications: Monday 12th July 2010, 12 midday
Interviews: Tuesday 27th July 2010

The URC is a multicultural church and an equal opportunities employer and welcomes applications from all sectors of the community.

ABOUT THE UNITED REFORMED CHURCH

The URC was formed in 1972 by the union of the Congregational Church in England and Wales and the Presbyterian Church of England. It continued to express the deep commitment to the visible unity of the whole Church in subsequent unions in 1981 with the Re-formed Churches of Christ and in 2000 with the Congregational Union of Scotland, through continuing talks with other traditions and in more than 400 local churches united with other denominations. Though one of the smaller 'mainstream' denominations in Britain, the URC has contributed to the life and leadership of ecumenical institutions to a degree belying its size. The Church comprises some 150,000 adults and 100,000 children and young people in more than 1750 congregations spread throughout England, Scotland and Wales, served by 1100 ministers, paid and unpaid, both women and men.

The URC stands in the historic Reformed tradition, the largest single strand of Protestantism, with more than 70 million members world-wide. Along with the other Reformed churches the URC holds to the Trinitarian faith expressed in the historic Christian creeds and find its supreme authority for faith and conduct in the Word of God in the Bible, discerned under guidance of the Holy Spirit. The URC's structure also expresses its faith in the ministry of all God's people through the structure of democratic Councils by which the Church is governed.

Theologically, the URC is a broad church, its membership embraces evangelical, charismatic and liberal understandings of the Christian faith.

(www.urch.org.uk)