

## GRACE BAPTIST TRUST CORPORATION



### General Secretary (full or part time – flexible working)

Could you see yourself running and overseeing the day-to-day work of an **efficient trusteeship service for Grace Baptist churches** across the UK?

We provide and / or source help for churches with administration covering accounting, legal, investment, & property. This includes general advice and counsel on practical matters that support the growth of local church ministry.

#### What we are looking for:

- Compliance experience ideal with some knowledge of charity trust law and accounting knowledge desirable;
- Numerically & IT literate;
- Previous management and operational roles would be an advantage;
- Good communications skills with a high degree of attention to detail;
- Self motivated, organised, and able to prioritise;
- Full UK driving licence;
- Reporting to the Executive and Council of Management.

Home and / or office based in the Midlands or South

Package: £50-65k depending on experience

Role starts: Summer 2024 or earlier by arrangement

Contact: Submit CV to [lou@gbtc.org.uk](mailto:lou@gbtc.org.uk)

Closing date: 23<sup>rd</sup> Feb 2024

GRACE BAPTIST TRUST CORPORATION

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A Registered Charity Registered Number 251675