

CCCNZ – OPERATIONS AND FINANCE MANAGER

CCCNZ is a National Service Trust and a movement of churches and support ministries prayerfully partnering with God to point Kiwi's to Jesus, through the gospel, from the scriptures.

We are looking to appoint an Operations and Finance Manager, based in Palmerston North to join the team to serve God and to work towards this aim.

Position

This position is a key part of the team and ministry focus of CCCNZ and will oversee the operations team in the areas of IT, communications, events and office administration. The role will also be the main point of call for the financial running of CCCNZ and reporting and secretarial work for the board.

The position requires a person with qualifications in the area of accounting and/or business, or significant experience and acumen in a similar role. We are seeking someone with an ability to manage multiple tasks concurrently, adapt to changes efficiently and with grace and to do all this while working within a geographically dispersed team.

This role will be 40 hours per week and will be based out of the Palmerston North office.

The appointee will be required to oversee the operations and finances of CCCNZ in the following areas:

Ensure all operations are carried out in an appropriate and cost-effective way while improving systems, processes and best practice.

Oversee the day to day financial running of CCCNZ and ensure robust financial reporting to management and the board.

Work with the Ambassador and board to support their operational and reporting functions.

A full Job Description is available on request. All applicants for the role need to be New Zealand citizens or permanent residents of New Zealand.

Applications for this role close 31 October 2019.

Please send your CV and cover letter to:

Danielle Diprose

CCCNZ National Administrator

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Phone: 027 354 4172

<http://www.cccnz.nz>