

## Occupational Requirement Details

**Job Title: Finance Admin Assistant**

**Date of Occupational Requirement: 10<sup>th</sup> February 2026**

Elements	
Key spiritual elements (i.e Bible teaching, leading prayers)	Being a full member of a Christian Spiritual Community. Agree with and sign our Statement of Faith, which underpins our Vision, Purpose and Values This includes leading prayers, including sharing a Bible Verse and short teaching from it. Mutual prayer support for other staff members
Spiritual Guidance of others (ie line manager, mentor)	n/a
Setting strategic goals or operational policy	n/a
Articulating Interserve's vision and values to external contacts	n/a
Representative of Interserve to internal or external contacts	Through interactions with donors and prayer supporters
Engage with, support and contribute to the Christian ethos and values of Interserve	Participation in staff days – join in worship, leading Christian devotions, attend workshops and training on furthering our mission work Demonstrate within the role Evaluated in the continuous staff review process and regular 1:1's
Significant influence on the reputation of Interserve	Communications externally to Interserve supporters and donors