



## **Employment Opportunity Finance Administration Assistant**

### ***Who we are***

The Wellspring Foundation has a mandate to be a catalyst for transforming education in Africa and to foster vibrant communities that address poverty in all its forms. Headquartered in Langley BC and expanding in Rwanda and Eastern Africa, Wellspring is a growing development agency, focusing on innovative solutions to address the need to empower a new generation and bring systemic change through quality Christian values-based education.

Wellspring has built a strong foundation, established a gifted team, and is undergoing significant growth as we expand our work in education in the majority world. We are looking for a part time Financial Administration Assistant for our Langley office, who will be a critical part of the team as we head into this next season.

### ***Who you are***

You would find life in being part of an organization that is a catalyst for transforming education in Africa. You want to be part of a dynamic team who knows how to work hard and have fun doing it. You have the skill set required to help us serve our teams in Rwanda and Canada as well as our partners and donors, by making our financial processes go like clockwork. If this sounds like your cup of tea, then we'd like to hear from you!

You will work closely alongside Wellspring's Financial Officer to maintain Wellspring's financial systems. An aptitude and ability to work with numbers and money is essential, as well as good communication skills and computer knowledge. Daily activities include processing mail, bank deposits, preparation of thank you letters, data entry and generating computer reports.

Like all Wellspring team members, you will have the opportunity to participate in events and retreats and be part of our relational team environment.

You are a committed Christian with a solid background in administration. You embrace a challenge, know how to be flexible and like to celebrate when things come together.

Experience and a successful track record, as well as additional training and qualifications, including an understanding of QuickBooks and database systems would be an advantage, A sense of humour is a must; it's in our DNA.

This is a part time role of 15 hours a week split over three days between Monday to Thursday.

If you believe you would be the right fit for this role, please send your resumé, cover letter & statement of faith\* to Wellspring CEO Andy Harrington: [andy@thewellspringfoundation.org](mailto:andy@thewellspringfoundation.org). Please also copy Louise Reilly at [Louise@thewellspringfoundation.org](mailto:Louise@thewellspringfoundation.org)

**Anticipated Start Date:** Late October early November 2018

***\* A statement of faith should describe your Christian faith, your local church involvement and how you see it as relevant to your involvement with The Wellspring Foundation. The statement can either be incorporated into the cover letter or submitted as a separate document.***