



# Lausanne Movement

Connecting influencers and ideas for global mission

## Position Description

### **POSITION TITLE: Assistant to the Chief Financial Officer**

#### **POSITION SUMMARY:**

The Assistant to the Chief Financial Officer is part-time, but can be upgraded to full time based on the qualifications of the person and hours desired. No accounting degree is required, but general knowledge of finance and the ability to work accurately with details is critical. Additionally, the ability to work with spreadsheets such as Excel is necessary. This position is virtual, provided there is solid internet connection. This person will directly report to the Lausanne Chief Financial Officer. The schedule of hours worked are flexible, but would be coordinated with the supervisor.

#### **FUNCTIONS AND RESPONSIBILITIES:**

- Handling the processing of the weekly payables for Lausanne. This includes expense reports for Lausanne staff and the paying of various vendors. The assistant works closely with the organization CRU who actually handles the bookkeeping.
- Handling the monthly budget reports for the various Lausanne departments. Budget reports are produced by the CRU bookkeeping systems, but would be distributed by the assistant Chief Financial Officer.
- Works closely with our partner organization CRU, who handles the bookkeeping. The assistant works with CRU to handle problem issues coming up regarding finances.
- The assistant works with Lausanne regional directors in executing the financial arrangements with each region. Because Lausanne is a global organization, the assistant may work in multiple currencies and exchange rates under the guidance of the Chief Financial Officer.
- The Assistant works with the Lausanne staff overseeing the major conference Lausanne is having in Seoul Korea in 2024 to execute the financial agreements associated with the event. This person works closely with the Lausanne Operations team who is handling the registration and logistics for the Seoul 2024 event and the subconferences leading up the event.
- The Assistant works with the Chief Financial Officer to handle any administrative issues connected to finances.

#### **SKILLS AND EXPERIENCE NECESSARY**

1. Strong capabilities with Microsoft Excel/Google sheets
2. Has strong communication skills verbally and in written form such as emails and text.
3. Works well with people internationally.
4. Has strong general computer skills and can learn computer software systems in a short time. No computer programming is necessary.



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5. Is able to travel internationally up to two times per year as part of the job responsibility.
6. Is a self-starter able to work from home without face-to-face supervision.
7. Has a personal relationship to Jesus Christ and is in agreement with the Lausanne Covenant (<https://lausanne.org/content/covenant/lausanne-covenant>)

### Spiritual

- Follower of Jesus Christ
- Affirmation of the Lausanne Covenant ([www.lausanne.org/covenant](http://www.lausanne.org/covenant))
- Ability to interact sensitively with people from diverse Christian theological perspectives within the global Body of Christ, under the common commitment of the Lausanne Covenant.

**To apply for this position please submit your resume and cover letter to Lausanne's CFO, Lawrence Russell, at [lrussell@lausanne.org](mailto:lrussell@lausanne.org). Questions about the role can also be directed to Lawrence Russell.**