

## Specialist Finance Director - Pais Global Office

### About Pais Movement:

Pais Movement is a discipleship-led missions organization operating on six continents. We send and equip missionary apprentices to advance the Kingdom of God using concepts, tools, and templates modeled by Jesus. Our apprentices function as human catalysts, building bridges between churches, schools, businesses and whole communities.

### About the Role:

In this role, you'll have the opportunity to empower the advancement of the Kingdom of God through the stewardship of Pais Movement's financial resources. This role will be performed at the Pais Global office.

*What God can do in you:*

- Learn how to apply godly principles of stewardship both personally and professionally.
- Learn how God uses the roles of finance and administration to advance His kingdom.
- Develop a greater sensitivity to the needs of others, and a strengthened faith as you see God provide.

*What God can do through you:*

- Function as a catalyst leading to sustainable financial growth globally.
- Fuel ideas that empower nations to grow and steward financial resources to reach more people.
- Build partnerships with individuals and organizations, connecting them with our mission.

### Responsibilities:

- Assist with budget creation
- Maintain record of financial transactions & reconcile entries
- Prepare financial reports
- Complete transactions in support of missionary efforts globally
- Manage bill payments
- Engage with current donors and identify new donors
- Lead fundraising activities including grant writing and events
- Participate in ministry related activities
- Provide oversight to finance apprentice, if applicable

### Skills Required:

- Experience with Intuit Quickbooks
- Ability to maintain confidentiality
- High attention to detail and level of responsibility
- Strong administrative skills

### Desired Qualifications:

- Knowledge of IFRS or US GAAP, or other industry standard
- Experience writing grant proposals

### Salary:

- This role is sponsored through Pais Movement's THR33 Program.
  - 1st Year - Employee will need to self-raise financial support to cover all living expenses.
  - 2nd Year - Employee will receive a monthly stipend.
  - 3rd Year - Employee will receive a full salary.