



ASSEMBLIES OF GOD
GREAT BRITAIN

Thank you for your interest in this exciting position of Accounts Apprentice at AoG.

We hope this pack will give you everything you need to inform you and help you make a decision whether this is the right role (and organisation) for you.

In this application pack, you will find more info on the:

- AoG Vision
- Job Description
- Person Specification
- Summary of the main terms & conditions for the role
- How to apply

AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. There are around 500 churches and 900 ministers engaged with AoG. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team is shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We hope this pack gives you what you need to decide on your next step, if however you would like an informal discussion about any aspects of the role or if you have any questions about this pack, please contact hr@aog.org.uk.

We look forward to hearing from you!



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AoG Vision

Our National Leader, Ps Glyn Barrett set out his vision for AoG as a movement in 2019. He looked at where we have been as a movement, where we are now and where God is taking us.

Below is a brief summary of the vision, along with a visual for the Future:

PAST

- ★ Re-discovering our Pentecostal roots
- ★ An honour culture for our older ministers

PRESENT

- ★ Church growth over the decades
- ★ Instigation of a Health Check
- ★ Re-evaluate where we are

FUTURE

Focus on:

- ★ Leadership Development
- ★ Church health
- ★ Mission



[Click here](#) to read more about what we believe as a movement.



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Job Description

ACCOUNTS APPRENTICE

Purpose

This role will be responsible for the processing of sales invoices, taking payments from students and supporting budget holders with monthly budget processes. This role will work collaboratively to support the wider finance team with ad-hoc tasks as required.

Key Tasks and Responsibilities

- Raise sales invoices for student fees and other invoices as required.
- Point of contact for students to make card payments.
- Preparing monthly documents for Budget Holders to complete.
- Update Church Suite (our internal database system) and work alongside Country administrators for offerings.
- Work in a supporting role with other members of the finance team to ensure all tasks performed on a timely basis.
- Commitment to maintain the highest standards of excellence and integrity in order to serve the internal and external functions of AoG Inc. well.
- Any other duties as required.

Please note: this role is based in Manchester and may involve some UK wide travel.

Financial or Other Authorities

No direct budgetary responsibility

Reporting Line

Report to the Financial Controller



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Person Specification

ACCOUNTS APPRENTICE

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> 5 GCSEs (or equivalent) Grade C or above 	<ul style="list-style-type: none"> Some level of accountancy training such as AAT
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> High attention to detail Strong numerical skills Able to understand and follow financial processes Good communication skills Good Excel skills 	
Experience relevant to the role	<ul style="list-style-type: none"> Able to demonstrate ability to work with numbers Able to demonstrate ability to work well within a team Computer literacy 	<ul style="list-style-type: none"> Experience working in accounting environment
Personal Qualities	<ul style="list-style-type: none"> Takes pride in work Commitment to follow a task through to be completion Open and responsive to feedback Desire to learn and grow in accounting training Professional and courteous 	
Misc	<ul style="list-style-type: none"> Ability to be flexible in working hours 	
Commitment to Vision, Values and Beliefs of AoG	<p>AoG is a Christian organisation with a mission to Serve and Empower it's churches and ministers. Despite there not being an occupational requirement to be a Christian the candidate must respect and reflect the organisation's vision and beliefs and act in the utmost integrity and sincerity at all times.</p>	
<p>The role holder will need to provide two satisfactory references and the relevant Right to Work in the UK</p>		



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Summary of the Main Terms and Conditions for the Role

Job title	Accounts Apprentice
Duration of role	Permanent
Probationary Period	Three months
Ideal start date	July 2021
Location	Manchester AoG Offices
Hours & days of work (per week)	28 hours over 4 days per week in the office 1 day per week AAT day release
Salary (per annum)	Applicable apprentice rate
Annual leave entitlement	Holiday year: 1st July - 30th June 33 days per year (inclusive of Bank Holidays) for full-time employees, this is pro-rated for part-time employees
Pension	After 3 months probationary period
Required checks (e.g. DBS, References, Right to Work)	2 references Right to work in the UK

How to Apply

Please send a completed AoG application form to:

hr@aog.org.uk

Closing date for applications: Friday 11th June 2021

Anticipated interview date(s): Circa end June 2021