



ASSEMBLIES OF GOD  
GREAT BRITAIN

## Job Description

### Accounts Assistant



#### Purpose

This role will be responsible for the processing of purchase invoices, month end balance reconciliations, departmental budgets and preparing payroll information. This role will have ownership over the daily processing of transactions and be relied upon to provide information and analysis reports quickly when requested.

#### Key Tasks and Responsibilities

- Processing of purchase invoices and expense forms having ensured correct authorisation in place.
- Oversee departmental budgets to ensure budget holders are running to budget.
- Completion of monthly balance sheet reconciliations.
- Draft journals for month end reconciliations.
- Data analysis to provide meaningful reports and recommendations.
- Manage World Missions accounting with monthly reconciliations prepared.
- Ensure Financial Systems and Processes are adhered to.
- Assist in the annual Audit process.
- Manage company credit cards and bank accounts.
- Preparation of monthly payroll for payroll agency.
- Work alongside the HR department to ensure staff salaries and pensions are managed effectively.
- Preparation of monthly bank payments for authorisation by the Head of Finance.
- Commitment to maintain the highest standards of excellence and integrity in order to serve the internal and external functions of AOG well.
- Any other duties as required by the Head of Finance.

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



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## Financial or Other Authorities

No direct budgetary responsibility however:

- Preparation of monthly bank payments.
- Preparation of monthly payroll reports.
- Oversight of monthly departmental budget holders.

## Reporting Line

Report to the Head of Finance



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## PERSON SPECIFICATION

### Accounts Assistant

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• Qualified AAT or equivalent experience</li> </ul>	
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Good understanding of accounting systems and processes</li> <li>• Excellent organisational, planning and time management skills</li> <li>• Strong communication skills</li> <li>• Advanced Excel skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of SAGE</li> </ul>
Experience relevant to the role	<ul style="list-style-type: none"> <li>• Experience in posting purchasing invoices and ensuring authorisation in place</li> <li>• Able to successfully perform balance sheet reconciliations</li> <li>• Experience working in accounting environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Charity finance</li> <li>• Understanding of restricted funds</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Takes pride in delivering work to an excellent standard</li> <li>• Commitment to follow a task through to be completion</li> <li>• Takes ownership of responsibilities. Able to work effectively without being closely managed</li> <li>• Solution focused; finds a way to get things done</li> <li>• Open and responsive to feedback</li> <li>• Demonstrate a professional approach in everything you do</li> </ul>	
Misc	<ul style="list-style-type: none"> <li>• Ability to be flexible in working hours</li> </ul>	



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Commitment to Vision, Values and Beliefs of AoG	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.
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### Summary of the Main Terms and Conditions for the Role

Job title	Accounts Assistant
Duration of role	Permanent
Probationary Period	Six months
Ideal start date	End September 2021
Location	Manchester AoG Offices
Hours & days of work (per week)	Full time (35 hours per week over 5 days)
Salary (per annum)	£24,500 per year, depending on experience
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@aoggb.com](mailto:hr@aoggb.com)



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Closing date for applications\*: Friday 27th September 2021

*\* Please note, we encourage all those interested in applying to send in their application as soon as possible and not wait until the closing dates as if the position needs to be filled quickly, we may need to hold the interviews earlier.*

Anticipated interview date(s): w/c 30th September 2021 (*may be held earlier, based on number of applications received*)