



ASSEMBLIES OF GOD
GREAT BRITAIN

Job Description

ACCOUNTS APPRENTICE

Purpose

This role will be responsible for the processing of purchase and 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

- Post purchase invoices subject to appropriate authorisation.
- 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 Head of Finance



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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	Six months
Ideal start date	October 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 during 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

Closing date for applications: 30th September 2021

Anticipated interview date(s): W/C 4th October 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.*