



ASSEMBLIES OF GOD
GREAT BRITAIN

Thank you for your interest in this exciting position of **Accounts Assistant** 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@aoggb.com

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



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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



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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)*