

Job Description

Finance Assistant/Apprentice

Part Time 3-4 days pw



Purpose

This role will be responsible for the processing of sales and purchase invoices and daily bank transactions. This role will work collaboratively to support the wider finance team with ad-hoc tasks as required.

Key Tasks and Responsibilities

- Raise monthly sales invoices and annual student fee invoices
- Ensure purchase invoices are properly authorised within PO System
- Processing of purchase invoices and expense forms having ensured correct authorisation in place
- Posting daily bank transactions for all accounts
- 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 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

PERSON SPECIFICATION

Finance Assistant/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>	