

JOB DESCRIPTION

Job Title: Finance Officer

Reporting to: Financial Controller

Location: United Christian Broadcasters Limited, Operations Centre,
Stoke-on-Trent

Hours: Full time - 36.25 per week

Principal function:

To assist the Financial Controller with monthly and annual accounts procedures. Daily Finance office process and procedures.

Position in Organisation:

Reports to Financial Controller

Works closely with Finance Office Assistant/s; Purchasing Officer; Finance Office Administrator

Duties:

- Reconciliation of allocated balance sheet accounts, to include prepayments and accruals
- Completion and submission of quarterly VAT return and reconciliation
- Responsible for ensuring posting of bank receipts and bank payments is undertaken timely
- Production and submission of monthly Gift Aid claim
- Reconciliation of all bank accounts
- Payroll – input, reporting and reconciliation
- Cash book update
- Daily, weekly and monthly cashflow reporting
- Assist FC with monthly account production and communication of information
- Assist FC with training of team as appropriate, documentation of procedures
- Assist FC with annual audit
- Assist with P11D's, PAYE Settlement Agreements and other returns
- Supervise Purchase and Sales ledger areas, including tidy up of supplier listings
- Production of Trial Balance and Fixed Asset movement reports for FD
- Organise and assist with archiving
- Provide basic cover for other Finance roles as necessary
- To provide a high level of service to both internal and external customers and suppliers
- Ensuring all filing duties kept up to date
- Any other ad-hoc duties that are within the scope of your skills and capabilities that may be reasonably required.

Qualifications, Knowledge, Experience and Skills

- GCSE Maths and English Grade A – C
- Preferably AAT finalist/qualified with relevant experience; or QBE
- At least two years' experience in a Finance Office
- Ability to interpret and analyse financial data
- Ability to work quickly and accurately
- Must have good attention to detail
- Must be able to follow processes and procedures
- Must be computer literate
- Experience in working in a busy and sometimes pressured environment
- Experienced communicator at all levels with a pleasant telephone manner

Personal Specification

- The commitment to participate in daily prayer time in order to promote team unity
- Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters
- Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- To develop ways of introducing UCB's story in a manner that is relevant and engaging
- Proactive approach to work with a positive can do attitude in order to serve colleagues and supporters
- Fully understand the importance of confidentiality
- Demonstrate honesty and integrity in all areas of work
- Willingness to support all of UCB's fundraising activities and events; whether in prayer and/or directly in participation.

Dated: November 2023

This Job Description does not form part of your Contract of Employment.