

JOB DESCRIPTION

Job Title: Accounts Assistant

Reporting to: Financial Controller

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

Hours: Full time 36.25 hours per week

Principal function:

Assisting with general Finance office process and procedures

Position in Organisation:

Reports to Financial Controller

Works closely with Assistant Financial Controller; Finance Officer; Purchasing Officer;
Finance Office Assistant; Finance Office Administrator; Corporate Services Assistant

Duties:

- Assist with maintaining Purchase Ledger system
- Processing purchase invoices and processing onto software system
- Preparation of payment runs
- Raising remittances and posting purchase ledger payments
- Ensuring timely authorisation of invoices ready for payment
- Assisting with posting of bank payments and receipts
- Matching/converting purchase orders to supplier invoices
- Reconciliation of supplier statements
- Dealing with any purchase ledger queries to satisfactory conclusion
- Processing of staff expenses
- Assist with maintaining sales ledger – raising invoices, allocating receipts, reconciliation
- Cash book update and journal entries
- Reconciliation of allocated balance sheet accounts
- Production and submission of monthly Gift Aid claim
- Assisting and covering Purchasing as required
- Documentation of procedures – ensuring all up to date
- Assist with archiving
- Organise on line Finance folders- archiving and keeping up to date
- 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
- At least 6 months' Finance Office experience
- 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
- To develop ways of introducing UCBs 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: July 2024

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