

Job Title:	Accounts Assistant	Team:	Finance and Operations	Status	Permanent
Reports to:	Head of Finance and Operations	Group:	Finance and Operations	Work Pattern	Full Time, office based
Job Purpose:	To support the Finance and Operations team in the accurate and timely recording and retrieving of financial transactions and data. To provide excellent donor care to supporters through accurate maintenance of the CRM Database, including effective handling of supporter and missionary queries. To provide finance and operations support, contributing to an effective and excellent finance team and ensuring the effective maintenance of the office environment in accordance with its Christian ethos.				

Key Responsibilities	Experience & Qualifications	Job Context										
<p>General Finance Duties Accurate and timely processing of financial transactions, including banking. Accurate processing of month-end transactions. Accurate and timely bank reconciliations. Accurate and timely processing and reconciliation of petty cash (including foreign cash). Accurate processing of expense claims in line with Expense policy and procedure. Accurate processing of donations through credit card machine. Gift Aid Administration. Accurate and timely recording of all donations received. Provide support in terms of payroll processing and payment runs. Support annual audit, year-end and month end cycles to ensure timely and accurate financial records. Support annual planning and budgeting process through providing income information and analysis Ad-hoc and other financial duties as may become necessary.</p> <p>General Operations Primary responsibility for opening incoming post in line with CWI policies around handling of post. Ensuring effective levels of stationary and other office consumables. Handling internal bookstore transactions, including despatch of books sold. Providing ad- hoc administrative support as required.</p> <p>Supporter / Missionary interface Responsible for answering office phone calls and deal with donors in terms of financial contribution. Timely distribution of donor remittance reports. Ensuring strict adherence to donors’ mandates, CWI policies on donation, and regulatory guidelines. Maintain a high level of supporter and missionary satisfaction through prompt and accurate response to queries. CRM Database Administration & Reporting Responsible for effective interface between CRM Database and Accounting systems. Working with Deputation Agents to ensure accurate database maintenance. Responsible for preparing monthly KPI reports and ad hoc reports as required.</p>	<p>Person Specification:</p> <p>Essential:</p> <p>The ideal candidate will be AAT qualified, with adequate and relevant experience related to the requirements of this role. With excellent communication skills, the ideal candidate will be organised, with the ability to meet deadlines and flexibility to work with a range of people.</p> <p>This is an outward-facing role, and a primary point of contact for many donors and supporters. The post-holder will have excellent written and verbal communications</p> <p>It is an occupational requirement for the holder of this post to be a Christian, who personally subscribes to the Organisation’s statement of faith, and who fully supports its mission objectives.</p> <table border="1" data-bbox="835 775 1653 1326"> <thead> <tr> <th data-bbox="835 775 1160 820">Core Capabilities:</th> <th data-bbox="1171 775 1653 820">... 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Work share: participate in sharing workload of other Finance staff where necessary. 	Core Capabilities:	... Will look like	<ul style="list-style-type: none"> Thinking clearly deeply and broadly 	Understanding the impact of all finance activities and transactions in the wider Organisation	<ul style="list-style-type: none"> Achieving quality results and service 	Intermediate to advance level of competence in Excel and computerised accounting software Ability to work both accurately and quickly Managing own workload & priorities, able to meet deadlines. 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