



THE SUNDAY TIMES
BEST NOT-FOR-PROFIT
TO WORK FOR 2018

Job Specification

Accounts Receivable Assistant
December 2019



‘The Message is a fantastic place to work. I get to be part of a global mission, a supportive community, and grow under a group of inspirational leaders.’

Ruth, Central Support

For the last quarter of a century, we’ve been leading the way in reaching the hardest-to-reach with the life-transforming gospel of Jesus Christ. The Message Trust was founded in 1992 by Andy Hawthorne, a passionate evangelist who was awarded an OBE in 2011 for services to young people.

At the heart of our operation is our staff team – dedicated followers of Jesus who have seen transformation in their own lives and who are passionate about seeing other lives impacted by an encounter with Christ that leads to a lifestyle of discipleship.

In 2018 we were named the **Best Not-For-Profit Organisation To Work For in the UK** by the Sunday Times Best Companies survey, based on responses submitted by our staff. We’re proud to know that we’re not only making a difference in the lives of the people we reach through our work, but that we’re making a difference to our employees lives too by being an outstanding working environment.

At the heart of our staff culture is a regular rhythm of passionate prayer. We spend at least half an hour every day seeking God and listening to his voice. Working here means you’ll have room to grow, not just professionally, but spiritually too.

By joining the Message team, you’ll be joining a family – united in one vision to see lives changed for the better.

Find out more at message.org.uk.



Our staff team in 2018



Prayer & worship are at the heart of our staff rhythm



Message CEO and Founder Andy Hawthorne

Job Specification

Job Title: Accounts Receivable Assistant

Location: Message HQ – Sharston, Manchester

Contract: Fixed term 12 months cover for Maternity Leave

Hours: Full time (35 hours per week)

Salary: Up to £20,796 (dependent on experience)

Start date: December 2019

Responsible to: Head of Finance

Primary internal working relationships: Accounts Receivable Supervisor
Accounts Receivable Clerk
Partnerships

Primary external working relationships: Natwest Bank
Customers of the Charity

The Message Trust exists to:

- Advance the Christian religion amongst young people mainly (but not exclusively) of secondary school age in particular by the use of music, drama and speech including utilisation, encouragement, promotion and development of opportunities for education in Christian teaching and morals within schools and secondary educational establishments and otherwise
- Educate in the Christian religion and Christian lifestyle, minister to, counsel and relieve young people who are excluded from educational establishments, suffering from dependency, poor, disadvantaged, deprived, marginalised or otherwise in conditions of physical, mental or spiritual need, hardship or distress.

Summary of main purpose of the job:

The post-holder will provide support to The Message Trust (TMT) and The Message Enterprise Centre (MEC) Finance Team and assist the team in ensuring accurate and timely data entry, banking and income reconciliations are carried out. One of the main purposes of the role is to assist the team with all areas of Income, i.e. sales ledger, invoicing, banking etc.

This is an exciting role for the right individual to develop and learn new skills with one of the most exciting youth charities in the UK, awarded No.1 'Best Charity to Work for' in 2018 by Sunday Times.

Main duties and responsibilities

- To work closely with the Accounts Receivable Assistant for Income to ensure a smooth crossover of work and to offer help and expertise where applicable
- General support to the Accounts Receivable functions of the Finance Department
- Preparing and completing TMT and MEC bankings. To complete the banking process of all income to the Trust: including donations, fees, event income, merchandise income & regular giving by standing order and direct debit
- Preparing daily bankings / floats for the Finance Team
- To assist in maintaining the sales ledger, raising invoices and reconciling the ledger, including the logging and tracking of sales ledger invoices

Job Specification (cont.)

- To maintain and reconcile customer statements ensuring queries are followed up and that the appropriate records are kept at the Financial Year end
- To assist in the chasing and collection of outstanding customer receipts
- To monitor and maintain floats for ticket and merchandise sales at events
- Assisting with customer reconciliations and Nominal Ledger maintenance in the accounting system
- Assisting with the preparation and maintenance of various files, including the 'Large Donor' files
- To work closely with the Finance team in the preparation of ad hoc reports, statistics, figures and other financial information for the Finance Executive or Management team when requested, under the direction of the Accounts Receivable Supervisor
- Participate in Reception cover for at least one hour per week on behalf of the Finance team
- Any other duties within the Finance Team as needed and as requested by the appropriate manager
- Enter fully into The Message Trust team life, including morning prayers, monthly prayer days and Greater Manchester evening prayer meetings three times a year
- Plan, brand and execute at least one fundraising event per year
- Identify potential funding sources and actively seek contributions to the ministry from friends, family members and your local church
- All Message staff are set a personal fundraising target. We ask that the successful applicant has a minimum of £75 per month of regular financial support before commencing employment increasing to £125 per month by the end of the 3-month probation period and aims to add one a month after that. Training and support will be given to help you achieve this. Staff are also expected to organise and take part in, at least one fundraising or other sponsored event annually.

Person Specification

Essential

- Must be a committed Christian and possess a desire to take part in the life of The Message ministry e.g. prayer days and other regular events
- Experience of working in a Finance function / Accounts environment
- Good ICT skills and knowledge of Microsoft Excel
- Good interpersonal communication skills
- Well organised with a strong eye for detail
- Good telephone manner and the ability to deal with a wide range of contacts
- A sound grasp of written English
- Ability to work both alone and as part of a team
- Eager to learn new skills, in particular a willingness to learn IT skills
- Trustworthy and reliable
- Must have current Right to Work status in the UK.

Desirable

- Experience of Accounts receivable work, including raising invoices and posting to sales ledger
- Experience of using Sage 200 or similar accounting packages
- Experience and knowledge of Finance within a charity or business context
- General proficiency in Microsoft Office programs
- Ability to drive with own transport
- Must raise personal support target prior to start date (£75 in signed up monthly donations), and be committed to increase personal support by one donor per month (target £125 after 3 months) whilst also hosting one sponsored event per year.

Note

The successful candidate for this post will be asked to apply for a DBS check. The Message has decided that this shall be at the level of: Enhanced. Further information about the Disclosure scheme can be found at www.gov.uk/disclosure-barring-service-check/overview.

It is an occupational requirement that the post holder must be a committed Christian who believes in the Lordship of Christ and the authority of scripture, and who wants to see the Christian message communicated effectively to young people.

*Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request or can be viewed online at message.org.uk.

Working for The Message Trust

The Message Trust exists to share the good news about Jesus Christ boldly with young people, primarily in urban areas. Working in schools, in local communities and in prisons, The Message is in regular contact with around 100,000 young people each year across the UK and now internationally in South Africa, Canada and Germany from our base in Manchester.

Our objectives are expressed in the following ways:

- Producing quality Christian music and educational resources. Live music bands, printed materials, the internet and multimedia are all used to communicate the gospel to young people in ways that are relevant to today's youth culture and perspectives.
- Community-based Eden teams advancing the work of The Message through partnerships with local churches. Our goal is to see Eden teams with full-time and volunteer youth and community workers established in the most deprived neighbourhoods of the UK, positively impacting the people in those areas irrespective of religion, colour or background.
- Working in prisons and young offender institutions, sharing the gospel with inmates and offering discipleship programmes. After release, we offer supported housing in a Christian environment and employment through our enterprise initiatives.
- Inspiring and training church leaders and youth groups to be effective in reaching and communicating the Christian gospel to young people. Our goal is to produce discipleship materials, evangelism training courses and to inspire people to get involved with their neighbourhoods, through social action and evangelistic outreaches.
- Partnering with local churches, local authorities, schools, the police and other agencies to provide new opportunities and positive experiences for disadvantaged, deprived and marginalised young people across the UK.

Ethos & Values

Making A Difference

The Message Trust's work is underpinned by a clear definition of its Ethos and Values, which affirms the Christian origins of the Trust and its ongoing day-to-day working principles. A Statement of ethos and values is in place (see below) to demonstrate how the Christian Faith energises the organisation's work and sustains its culture, galvanising its long-term cohesion. The Trustee, Executive, Management and Outreach posts within the organisation have been recognised as carrying a Genuine Occupational Requirement. This is to ensure that the organisation's distinctive Christian basis is sustained. This is important given the extensive nature of the organisation's Christian charitable donor base which provides the basis for the financial viability of the work. The Message Trust is an inclusive Christian organisation, working with and supporting people from all sections of the community. In particular the Statement explains how organisations and individual people from all faiths or no faith can identify with and benefit from the services and support that the organisation provides.

We maintain the Trust's Christian ethos which is founded on a belief in God the Father as Creator, Jesus Christ the Son of God the Redeemer, and The Holy Spirit, the Enabler and third person of the Trinity. The Trust also affirms that the practical application of the Christian faith in accordance with the Bible should be expressed in daily work and living. As a Christian

organisation working with and supporting people from all sections of the community, we recognise the need to set out our values. These are clearly drawn from our Christian faith and our aim is that all our staff, volunteers, clients, service users, charitable funders and business partners should be able to identify with the benefits of the organisation's work and ethos.

People

We seek to empower staff to meet the needs and expectations of our clients and other service users as well as the requirements of the organisation overall. We will support staff through a comprehensive induction and training programme, backed up by strong supervision. The Message seeks to establish a culture that encourages teamwork, rewards creativity and innovation, and welcomes imaginative suggestions. Key attributes that The Message seeks in all its staff members and volunteers include valuing one another, honesty and integrity, the importance of the individual, respecting differences, a profound compassion, and working in an inclusive, non-discriminatory and non-judgemental way.

Partnership

We expect all staff to work together to achieve the aims and objectives of the organisation. To achieve this, staff will act as team players in supporting one another, recognising that more is achieved through harmony. We acknowledge and value contributions to our operation arising from the diversity of staff who join the organisation, and actively look to promote links and partnerships between the Trust and other service providers, local communities and agencies. To ensure all staff work as team players, we seek to create an environment where openness, trust and support of one another is expected. Our formal supervision policies place this expectation on all staff.

Performance

Our philosophy is to recognise the dignity and diversity of our clients and service users, to respect their independence, and to work with them to help meet their needs. Our staff will create an environment where our clients and service users are encouraged to take control of their lives and have the ability to exercise choice wherever possible. We will provide a high quality framework for our work, which sets out guidance and expectations. All staff and volunteers will accept their responsibility and accountability to treat clients and service users as they would wish to be treated, and challenge any practice that does not meet this standard at all times. Respect for the individual's freedom of choice will be paramount at all times. By working together, we aim to be recognised for "services of excellence" which offer proven choice, added value, and individually tailored support. We will value and recognise the importance of every individual helping to achieve this goal.

Confidentiality

Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Note

This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.