**Thank you for your interest in this exciting position of Accounts Assistant at AoG.**

We hope this pack will give you everything you need to inform you and help you make a decision whether this is the right role (and organisation) for you.

In this application pack, you will find more info on the:

* AoG Vision
* Job Description
* Person Specification
* Summary of the main terms & conditions for the role
* How to apply

AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. There are around 500 churches and 900 ministers engaged with AoG. At the core of the AoG is a passionate desire to see God’s Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team is shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We hope this pack gives you what you need to decide on your next step, if however you would like an informal discussion about any aspects of the role or if you have any questions about this pack, please contact hr@aog.org.uk.

We look forward to hearing from you!

**AoG Vision**

Our National Leader, Ps Glyn Barrett set out his vision for AoG as a movement in 2019. He looked at where we have been as a movement, where we are now and where God is taking us.

Below is a brief summary of the vision, along with a visual for the Future:

**PAST**

* Re-discovering our Pentecostal roots
* An honour culture for our older ministers

**PRESENT**

* Church growth over the decades
* Instigation of a Health Check
* Re-evaluate where we are

**FUTURE**

Focus on:

* Leadership Development
* Church health
* Mission



[Click here](https://www.aog.org.uk/what-we-believe) to read more about what we believe as a movement.

**Job Description**

 **ACCOUNTS ASSISTANT**

|  |
| --- |
| Purpose |
| This role will be responsible for the processing of purchase invoices, daily bank reconciliations and processing gift aid claims for AoG Inc. churches. This role will have ownership over the daily processing of transactions and be relied upon to provide information and analysis reports quickly when requested.  |
| Key Tasks and Responsibilities |
| * Posting daily bank transactions and completing bank reconciliations for all accounts.
* Processing of purchase invoices and expense forms having ensured correct authorisation in place.
* Draft journals for month end reconciliations.
* Preparation and analysis of Excel reports.
* Preparing monthly Gift Aid claims for AoG Inc. churches ready for submission to HMRC.
* Issue monthly Gift Aid statements to treasurers.
* Point of contract for Gift Aid queries.
* Oversee Gift Aid process to ensure operating in line with established operating procedures.
* Liaising with HMRC as required regarding Gift Aid claims.
* Work collaboratively 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 Inc. 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 Financial Controller  |

**Person Specification**

**ACCOUNTS ASSISTANT**

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| **Qualifications** | * Part-qualified AAT or equivalent experience
 |  |
| **Skills, Abilities, Knowledge** | * High attention to detail
* Excellent organisational, planning and time management skills
* Able to understand and follow financial processes
* Good communication skills
* Strong Excel skills
 | * Experience of SAGE
 |
| **Experience relevant to the role** | * Experience in posting purchasing invoices and ensuring authorisation in place
* Able to successfully perform bank reconciliations
* Experience working in accounting environment
 | * Experience in processing Gift Aid claims
 |
| **Personal Qualities** | * Takes pride in delivering work to an excellent standard
* Commitment to follow a task through to be completion
* Takes ownership of responsibilities. Reliability to ensure tasks are performed
* Open and responsive to feedback
* Desire to learn and grow in accounting training
* Demonstrate a professional approach in everything you do
 |  |
| **Misc** | * Ability to be flexible in working hours
 |  |
| **Commitment to Vision, Values and Beliefs of AoG** | 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. |
| The role holder will need to provide two satisfactory references and the relevant Right to Work in the UK |

**Summary of the Main Terms and Conditions for the Role**

|  |  |
| --- | --- |
| Job title | Accounts Assistant |
| Duration of role | Permanent |
| Probationary Period | Three months |
| Ideal start date | July 2021 |
| Location | Manchester AoG Offices |
| Hours & days of work (per week) | Full time (35 hours per week over 5 days) |
| Salary (per annum) | C. £22-24,000, depending on experience |
| Annual leave entitlement | Holiday year: 1st July - 30th June33 days per year (inclusive of Bank Holidays) for full-time employees, this is pro-rated for part-time employees |
| Pension | After 3 months probationary period |
| Required checks (e.g. DBS, References, Right to Work) | 2 referencesRight to work in the UK |

**How to Apply**

Please send a completed AoG application form to:

hr@aog.org.uk

Closing date for applications: Friday 11th June 2021

Anticipated interview date(s): Circa end June 2021