**FINANCE JOB DESCRIPTION**

**Job Title:** Accounts Receivable Assistant

**Location:** HQ, Lancaster House, Sharston.

**Hours:** Full time, 35 hours per week

**Start Date:** 1st Sept 2025

**Salary**: £22,932 to £24,707 (dependent on experience & qualifications)

**Responsible to:** Accounts Receivable Team Leader

**Primary internal working relationships:** Accounts Receivable Team

Finance Team

Partnerships Team

**Primary external working relationships:** Natwest bank, Loomis, Customers and Beneficiaries.

**Summary of main purpose of the job:**

The post-holder will provide support to the Message Trust Accounts Receivable team and assist in ensuring accurate and timely data entry, maintenance of the sales ledger, invoicing, processing donations, banking and income reconciliations.

One of the main purposes of the role will be in acting as support to The Message Trust’s Community Grocery stores and distribution centres across the UK. The role will be responsible for processing and reconciling the daily income from the Community Grocery stores, and act as the first point of contact for the store managers on all finance related queries day-to-day.

This is an exciting role for the right individual to develop and learn new skills, and support one of the largest surplus food providers in the UK, helping keep families fed so that no-one goes hungry.

**Community Grocery specific duties and responsibilities:**

* To reconcile and post daily takings from the Community Grocery Stores run by The Message.
* Point of contact for our Cash collection agency, reviewing and maintaining service levels.
* Preparation for the opening of new Grocery Stores – purchasing necessary equipment, setting up new cash collections, and other necessary finance systems.
* Responsible for induction and training of new & existing Grocery Managers and Assistant Managers on Finance procedures.
* To assist with the administration of year-end stock takes for all stores and distribution centres.

**Other duties and responsibilities:**

* General support to the Receivable functions of the Finance Team and using the Income checklist to determine jobs and priorities.
* To complete the batching, inputting, and banking process of all income to the Trust, including donations, fees, grocery takings, event income, royalties and merchandise income, and regular giving by standing order and direct debit.
* To assist in maintaining the Sales Ledger, raising invoices and reconciling the ledger, including the logging and tracking of sales ledger invoices, and chasing of outstanding invoices.
* To monitor and maintain floats and Zettle machines for events and merchandise.
* To perform monthly reconciliations and journals on bank accounts and various nominal codes, including matching Grocery deposits with the daily takings, till floats, and stocktakes.
* Dealing with queries and emails for all types of income, including corresponding with donors about changes to gifts or gift aid, providing details of gifts received to other department managers, checking on payments received and processing bank notifications.
* Assisting with the preparation of ad hoc reports, information and statistics for the CFO under the supervision of the Accounts Receivable Team Leader
* Assisting with the preparation and maintaining of various files, including the large donors file and procedures.
* Other ad-hoc projects to assist with improving systems, reporting and debtors management.
* Participate in Reception cover for at least 1 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 evening prayer meetings.
* 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

* A committed Christian who recognises Jesus Christ as their Lord and Saviour.
* Experience of working in a Finance/Accounts environment
* Good ICT skills and experience using Microsoft Excel
* Good telephone manner and the ability to deal with a wide range of contacts
* Good interpersonal communication skills
* Well organised with a strong eye for detail!
* 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
* Team player who works well with others and respects and supports leadership.
* Ability to work to deadlines and under pressure.
* Commitment to uphold the principles of equal opportunities in accordance with TMT’s Equality & Diversity Policy and all related policies.
* Commitment to uphold and abide by TMT’s Health & Safety principles and code of conduct.
* Commitment to seek financial and prayerful contributions to the ministry.
* Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values. (Full copies of our Mission & Vision statement and our Ethos & Values statement are available on request or can be viewed online at www.message.org.uk)
* ***Must have current Right to Work status in the UK***

**Desirable**

* Bookkeeping experience or qualification such as AAT level 2 or equivalent
* Interest in working towards a professional accounts qualification (at least AAT or equivalent)
* Experience Data processing with a high degree of complexity
* General proficiency in Microsoft Office programs, including Microsoft Teams
* Experience using Sage 200 or similar accounting software.
* Full UK driving licence with own transport

**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.