

The Baptist Union of Great Britain

Job title:	Finance Assistant – BUGB Accounts
Reports to:	Finance Manager
Direct reports:	None
Location	Baptist House, Didcot (hybrid working arrangements available)

A Main Purpose and Context of the Role

To act as Finance Assistant helping to maintain the transactions and accounts of the Baptist Union of Great Britain.

B Key Responsibilities

Income

- Identify all sources of income against Fund, department and costs centre on a daily basis
- Post transactions on a daily basis, ensuring all transactions have the relevant documentation attached
- Raise Sales Ledger invoices
- Maintain and post all annual or quarterly subscriptions, chasing unpaid amounts and responding to queries. Assisting in the process of Direct Debit collections
- Reconcile and report Home Mission income on a monthly basis with the national Associations
- Donation letters/emails
- Control and reconcile website/internet receipts

Expenditure

- Payment of monthly Association grant funding and other grants on a periodic or regular basis
- Process all invoices/expenses electronically through the electronic approval processes, allocating to the relevant Fund, department and cost centre
- Process monthly credit card statement for all departments with all relevant digital supporting documentation
- Ensure all related inter-company charges/invoices are properly processed

Bank and Nominal Ledgers

- Reconcile bank accounts on a daily basis
- Post and allocate all Direct Debits and Standing Orders
- Credit control, ensuring customers pay against their credit terms
- Process weekly Supplier payments through ledgers and through HSBCnet
- Process and maintain bank details of both customers and vendors
- Maintain and run the Fixed Asset module, posting depreciation
- Reconcile all other balance sheet reconciliation/accounts

Miscellaneous

- Process authorised Nominal Ledger journals as required
- Process inter-company transactions and reconcile to other entities
- Process Prepayments and Accrual journals - monthly
- Bank and Balance Sheet reconciliations - monthly
- Contribute to the monthly management accounts pack
- Assist in annual budget process
- Assist in the banking of all cheques received for all entities into our local bank branch
- Undertake other duties as required by the Finance Manager and other senior members of the team
- To act as backup to other team members during times of holiday/sickness or busy times
- To assist in the Year End accounts process

Be willing, within the specialist teams, to be flexible and help other staff members, particularly in Support Services.

Changes to this role profile

This role profile is designed to be illustrative rather than exhaustive. The Baptist Union may add to the responsibilities of the Finance Assistant any tasks or activities that they see as relevant and appropriate to the role and will discuss any such additions with the post-holder.

C Culture and Working Style at BUGB

Across our Union our culture and working style can be best described in the following words:

Our vision as a movement is “to grow healthy churches in relationship for God’s mission.”

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- ***Seek to be a movement of Spirit led communities.*** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- ***Feel like one team*** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (I Corinthians 12:24b-27)
- ***Embrace adventure*** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- ***Inspire others*** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)
- ***Share a Hunger*** for God’s coming Kingdom – nurturing a “holy discontent” that arises from our desire to give practical expression to our vision of God’s purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9 & 10)

We expect all staff working as part of the national specialist teams to model high standards of professional and personal behaviour, and to work in ways that demonstrate our values to those we work with and support.

D Personal Attributes and Experience

Essential

- Good IT literacy
- Good understanding of basic financial systems
- Good organisational and administration skills
- Good verbal and written communication skills
- Excellent Team player
- Accuracy and attention to detail
- AAT trainee and/or with a minimum of 2 years equivalent experience

Desirable

- Knowledge of charity finance and fund accounting
- Willingness to work collaboratively with other members of staff
- Ability to manage several different work streams at the same time
- Commitment to learning and developing as an individual
- Openness to change and new ways of working

Knowledge and Abilities

- Bookkeeping and preparation of accounts to management accounts and exposure to final statutory accounts
- Working with computerised accounting systems (eg Dynamics Business Central, Sage, ACCESS accounts)
- Excel spreadsheets

Personal Qualities

- Helpful and friendly telephone manner
- Relates well to a range of people
- Excellent Team player

Christian ethos

The Baptist Union of Great Britain is a Christian denominational body and as such, it is important that you can show an understanding of the ethos and values that we work to, as described earlier in this role profile.

Salary and practical arrangements

This role is offered on a full-time or near full-time basis. The starting salary for the role is in the range of £20k - £22½k per annum, depending on experience. Flexible working considered, with at least one day per week in the offices in Didcot. The remainder of the hours can be worked from home or in the office. An AAT study package is available if required.

We also offer a range of staff benefits including:

- 22 days per year AL plus all Bank Holidays
- a contributory pension scheme, which includes life assurance cover
- childcare vouchers scheme
- a Cycle to Work scheme through salary exchange
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (eg supermarkets, high street retailers, restaurants, cinema tickets).
- free parking at Baptist House Didcot

We provide good training and development support for new joiners, and on an ongoing basis, as well as regular feedback on performance and progress.

How to apply

To express your interest, please send a current copy of your CV and a covering letter explaining why you are interested in the role to the HR Team, at the email address or postal address shown below:

Email: opportunities@baptist.org.uk

Post: HR Team
Baptist House
PO Box 44
129 Broadway
Didcot, Oxon
OX11 8RT

Closing date for applications is 9.00am on Monday 26 July with interviews to be held on Thursday 29 July