

## **JOB DESCRIPTION**

**JOB TITLE:** Accounts Assistant  
**DEPARTMENT:** Finance  
**JOB TYPE:** Permanent  
Full time 35 hours a week  
**LOCATION:** Office based, in Coventry

### **1 MAIN PURPOSE OF JOB**

- Support the Finance Department through the accurate and timely management of all Accounts Payable and Accounts Receivable activity for both Samaritan's Purse International (SPI) and The Billy Graham Evangelistic Association (BGEA).
- Reconciliation of income between the CRM system and accounting system.
- Maintain the Fixed Asset Register and associated entries.

### **2 POSITION IN ORGANISATION**

- Reports to Finance, Accounting & Reporting Supervisor.
- Collaborates closely with multiple departments across SPI & BGEA.

### **3 PRINCIPAL RESPONSIBILITIES**

#### **Accounts Payable**

- Review and coding of supplier invoices and processing onto Sage 200.
- Review and coding of all employee, volunteer and Trustee expenses returns and processing onto Sage 200.
- Communicate proactively in a constructive and timely manner with suppliers and staff when there are queries.
- Ensure that payment runs are completed in line with the payment schedule.
- Maintain the expense side of the cash book on the accounting system and monthly bank reconciliations of all SPI and BGEA accounts.
- Regular reconciliation of supplier statements for suppliers with significant amounts of activity, ensuring queries on unreconciled items are resolved.
- Manage the petty cash for both SPI and BGEA, ensuring monthly reconciliations and processing onto Sage 200.
- Manage the corporate credit cards for both SPI and BGEA, ensuring monthly reconciliations and processing onto Sage 200.
- Manage travel advances in accordance with the approved Policy. Ensure that all such advances are returned, reconciled and processed in a timely manner.
- General expense reporting as required, including prepayments.
- Obtaining and maintaining working knowledge of how income is coded and processed onto the accounting system in an accurate, timely and consistent manner.

*As Job Descriptions are for guidance and evolve over time, Samaritan's Purse International will review, amend, and update the Job Description, from time to time in consultation with the post holder.*

### **Accounts Receivable**

- Build and maintain strong relationships with colleagues and external providers.
- Maintaining compliant policies and procedures with regards to income.
- Raise and process accounts receivable invoices in a timely manner.
- Maintain and update internal systems with financial data regarding income.
- Prepare weekly, monthly and annual income reports.
- Processing and reconciliation of the income side of the bank statements on a monthly basis.
- Processing of gift aid claims.
- Reconciliation of online donations on a monthly basis.
- Monthly fund reconciliation between our Customer Relationship Management (CRM) system and SAGE.
- Track bank deposits and payments.
- Assist with annual budget preparation.
- Review and implement financial policies.

### **4 OTHER DUTIES**

- Such other duties as your line manager may reasonably require.
- Departmental administrative duties.
- Support the FD in preparing the year end audit requirements as directed by the FD and the external Auditors.
- Attends, participates and sometimes leads daily morning devotions and provides prayer support for the ministry, donors and volunteers.

### **5 OCCUPATIONAL REQUIREMENT**

- In accordance with the Equality Act of 2010 and due to the context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian. The job holder should be committed to the purpose of SPI and be able to demonstrate enthusiasm for the Christian purposes of the organisation and be able to live out, hold to, support and contribute to its Christian ethos.

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