

## JOB DESCRIPTION

**JOB TITLE:** Accounts Assistant  
**DEPARTMENT:** Finance  
**REPORTING TO:** Finance Director  
**JOB TYPE:** Permanent  
Full time – 35 hours per week  
**LOCATION:** Office based in Coventry

### 1 MAIN PURPOSE OF JOB

- Support the Finance Director through the accurate and timely management of all Accounts Payable activity for both Samaritan's Purse International (SPI) and The Billy Graham Evangelical Association (BGEA)
- Maintain the Fixed Asset Register and associated entries, including depreciation
- Increase the operational resilience of the function through the provision of short-term absence cover for the Income officer for both SPI and BGEA when required
- Other reasonable adhoc duties that may arise from time to time within the department as directed by the FD, including the seasonal requirements relating to the accounting for OCC Ltd

### 2 POSITION IN ORGANISATION

- Reports to Finance Director
- Collaborates closely with multiple departments across SPI & BGEA

### 3 PRINCIPAL RESPONSIBILITIES

*For both SPI and BGEA, manage the AP and related activity to include:*

- Review and coding of supplier invoices and processing onto Sage 200
- Match to PO's where appropriate
- Review and coding of all employee, volunteer and Trustee expenses returns and processing onto Sage 200
- Communicate in a constructive manner with suppliers and staff when issues with their invoices or returns and incorrect or incomplete, seeking proactively a timely resolution
- Ensure that payment runs are completed in line with the payment schedule issues to staff and suppliers
- Maintain the expense side of the cash book on Sage 200 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

*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.*

- Support the FD in preparing the year end audit requirements as directed by the FD and the external Auditors
- Act as the source for the provision of 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  
*Provide short-term absence cover for the Finance Officer (Income) by:*
- Obtaining and maintaining working knowledge of how income is coded and processed onto the accounting system in an accurate, timely and consistent manner
- Provide the weekly income updates to SMT
- Maintain the income side of the cash book on Sage
- Reconcile the AR ledger and communicate with debtors as required

#### **4 OTHER DUTIES**

- Such other duties as your line manager may reasonably require
- Departmental administrative duties
- 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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