Job Description

Job Title: Finance Assistant – Management Accounts & VAT

Work Location: Witney (minimum 40% office based)

Who We Are
Every day, millions of Christians risk their lives to follow Jesus. In more than 70 countries, Open Doors supports them by supplying Bibles, providing emergency relief and helping persecuted believers stand strong for the long-term. In the UK and Ireland, Open Doors helps the church to pray, give and speak out for those who share our faith but not our freedom.

Job Summary
The post holder will contribute to the smooth day-to-day running of the finance function including providing advice to and preparing reports for budget holders and assist the Head of Finance in maintaining and developing the service using appropriate accounting and finance systems.

Responsible for accounting for VAT, preparing the VAT return and maintaining the integrity of the financial and accounting records for the organisation.

The post holder will provide cover for payroll, supplier payments, banking, petty cash, expenses.

Assist the Head of Finance to ensure the charity remains compliant with all statutory financial requirements. Contribute to and support the implementation of new CRM and other financial systems.

About the Team
This role is in the Finance & Operations Directorate and reports to the Head of Finance.

Key Contacts and Relationships
1. Internally the postholder will work closely with the staff working across the Finance Directorate, and the HR Directorate. The post holder will also work with budget holders and with staff from across the charity.
2. Externally the postholder will have to manage relationships with a range of stakeholders including suppliers, customers, banks, pension providers and staff working for ODI.

Hours
22.5 hours / 3 days per week usually between 8am to 6pm Monday to Friday. The postholder will work on a hybrid basis with a minimum of 1 day in the Witney office, Wednesday being a mandatory office day.

Responsibilities and requirements
A) Management Accounts
- Providing advice and training for budget holders including training on the use of PowerBi reports.
- Preparation and analysis of monthly management account reports, investigating variances and supporting budget holders in understanding financial performance.
- Preparation of other financial reports on an ad hoc or regular basis for budget holders as required.

B) Accounting for VAT & VAT Return

- Responsible for accurate production of the VAT return for review by the Head of Finance / Director of Finance & Operations prior to submission to HMRC ensuring that reverse charge VAT is properly identified and recorded,
- Review transaction to identify reverse charge VAT.
- Identify and process journals to record output VAT liabilities related to sales of goods and services.
- Ensuring compliance with VAT legislation.

C) Banking and Cash

- Management and administration of bank accounts (GBP and Euros), including acting as a key contact for the bank and as a signatory.
- Daily maintenance of cash flow spreadsheet to plan supplier payments and granting for review by the Head of Finance/Director of Finance.
- Arranging for grants in consultation with the ODI Treasury team for approval by the Head of Finance / Director of Finance & Operations.
- Review banking transactions to ensure compliance with requirements of banks with particular regard to restricted country guidelines.
- Manage cash balances including recording, planning, ordering and collecting cash including overseas currency in line with procedures ensuring funds are available as required by the Travel and Events Teams and others.
- Complete month-end cash and bank reconciliations (GBP and Euros), including resolving discrepancies in consultation with Supporter Services and other staff as required.

D) Fixed Assets, Prepayments and Accruals

- Responsible for accounting for fixed assets - identification, recording, accounting and reporting of fixed assets and the associated depreciation in line with the accounting regulations.
- Responsible for updating the fixed asset register on a monthly basis for review by the Head of Finance.
- Responsible for accounting for prepayments and accruals.

E) Payroll and Expenses

- Provide cover for the preparation of the monthly payroll for approval by the Heads of Finance and HR including making submissions to HMRC and the pensions providers.
- Process starters and leavers, arrange payments to staff, deal with queries, prepare and distribute year end returns and reconciliations, including the production of P45s and P60s after approval by the Head of Finance.
- Preparation of payroll spreadsheet report for inclusion in the statutory accounts.
- Preparation of monthly journals to accurately record payroll costs in Sage.
- Responsible for the monthly administration of the company pension scheme.
- Responsible for uploading Simply Health deductions and Salary Sacrifice Scheme deductions, liaising as appropriate with employees.
- Expenses: process expenses and mileage claims for staff, volunteers and Trustees subject to relevant approval, liaising with staff as required.
- Monitoring mileage claims using Cognito and advising the Head of Finance when the HMRC threshold is reached.
- Administration of expense claimants and authorisers using Cognito.

F) System Development/Implementation

- Contribute to project meetings planning for the implementation of the new CRM system.
- Contribute to the development of improvements to systems and processes.

G) Data Input and Recording

- Purchase Invoices: record all invoices onto the PL register with correct coding, enter onto Sage, prepare a creditors list for approval by the Head of Finance / Director of Finance & Operations. Arrange payments in line with payment terms. Handle queries from suppliers within appropriate timeframes and ensure a courteous and professional service is maintained at all times.
- Donations: load CRM donation batches into Sage accurately and promptly.
- Charity Vouchers/Cards: submit the vouchers to the relevant agencies, reconcile balances, deal with queries or unpaid vouchers.
- Reconcile voucher balances per Sage to the CRM reports and liaise with Supporter Services Team to resolve any discrepancies and non-payments.
- Create and input nominal and project codes onto Sage.
- Liaise with Travel Team on all travel accounts and activities and undertake reconciliations as required.
- Reconcile and prepare intercompany invoices for review and onward submission to Open Doors International (ODI) on a monthly basis.
- Raise and process customer invoices in line with Customer agreements. Process receipts and deposit monies received for invoices onto Sage. Chase late payments as required.
- Administration of credit cards including submission of applications and requests for changes to credit limits. Managing fraudulent transactions, claims, and payment disputes.
- Prepare, distribute and process credit card transaction reports. Follow up any late returns, ensuring expenditure is in line within OD guidelines and flag any issues to the Head of Finance / Director of Finance & Operations.
- Track receipt of Gift Aid claims.
- Make daily backups of Sage and run updates for PowerBi reports.
- Data entry for the monthly management accounts – direct debit received and FTE numbers etc.
- Responsible to run the daily and monthly backups of Sage accounts and Sage payroll and run the macros for the management updates for PowerBi.
- Undertake checks of the PowerBi reports to ensure accuracy of coding.
- Update the monthly project accounts for review by the Head of Finance.

H) Other

- Any such appropriate duties as directed by Line Manager/Director.
- A Data Representative responsible for keeping their directorate or work area updated regarding updates relating to Data Management Strategy or associated tasks. The Data Rep is also responsible for gathering requirements to feed back to the Data Steering Group from their respective directorate or work area.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Applying your Christian faith to this role

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post holder be a practising Christian. Each working day will involve collective prayer and worship, together

with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- participating in retreats, days of prayer and fasting, etc.
- committing to private prayer for the work associated with this role and your closest colleagues
- working in such a way so as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- to be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else to apply principles of good Christian stewardship to all matters involving money.

Limits of Authority

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

Who You Are

You will demonstrate the following essential criteria for this role:

Competency

- Part qualified (AAT Level 3) / with experience of working in a finance role, including Purchase Ledger, Payroll and control accounts
- Excellent interpersonal skills and ability to work with a wide range of people
- 5 passes at GCSE or equivalent with maths at grade 5 or equivalent
- Experience of using an accounts software package
- Well organised, methodical and resilient in the face of challenges, changing priorities and circumstances
- Exceptional level of accuracy in data entry
- Strong attention to detail in all areas of work
- Good communication skills
- Computer literate with good knowledge and experience of Word, Excel and databases
- Ability to keep information confidential and act with discretion
- Self-disciplined and able to work on own initiative to meet deadlines

Character

- Able to work under pressure
- Responsible and mature outlook
- Ability to manage competing priorities
- High level of resilience and positivity

Culture

- Chemistry with Open Doors staff
- Commitment to Open Door's core values.

In addition, it would be beneficial for you to demonstrate the following:

- Educated to A' level standard

- Experience of working in the charity sector
- Experience of Sage Accounts & Payroll
- Experience of preparation of VAT returns
- Understanding of the persecuted church.

Enhanced disclosure information may be requested from the DBS in the event of a successful application.

Our Statement of Faith

Open Doors is an evangelical Christian ministry

Our Trinitarian faith is enshrined and expressed in the historic creeds of the church:

We believe in God the Father Almighty, maker of heaven and earth;
and in Jesus Christ His only Son, our Lord,
who was conceived by the Holy Spirit;
born of the Virgin Mary;
suffered under Pontius Pilate;
was crucified, died and was buried.
He descended into hell,
the third day He rose again from the dead;
He ascended into heaven, and sits at the right hand of God the Father Almighty,
from where He will come to judge the living and the dead.

We believe in the Holy Spirit;
the holy Christian Church;
the communion of saints;
the forgiveness of sins;
the resurrection of the body;
and the life everlasting.