



Anglican Communion

Job Description - Finance Assistant (part time, 21 hours per week)

Reporting to

- All Anglican Communion Office staff are under the overall leadership and direction of the Secretary General. The Finance Assistant will be managed by the Management Accountant.

Job purpose

- To assist the Director for Finance and Resources and the Management Accountant in exercising day-to-day control over the Charity's finances, including the preparation of monthly management accounts and year end statutory accounts.
- To act as receptionist, welcoming visitors to the office and dealing with deliveries and post received.

Key responsibilities

- To maintain accounting records for three Charities, using SAP Business One software and Excel. Specifically:
 - To manage the Purchase Ledger, including processing invoices, corporate credit card transactions and expense claims.
 - To record grants received by bank transfer, and ensure acknowledgements are sent to the donors by the appropriate staff member.
 - To reconcile bank accounts and petty cash to ledgers.
 - To maintain Fixed Asset records and perform quarterly depreciation calculations.
 - To assist with financial reporting to grant making bodies and partner organisations.
 - To support the Guest House Manager to prepare invoices and collect payments.
 - To support the Travel Manager to reimbursing delegates for air travel, in accordance with the travel policy.
- To act as the first point of contact for visitors to the building, welcoming them and notifying the staff member hosting their visit.
- To receive deliveries and incoming post, and distribute them to staff members.
- To undertake any other tasks reasonably required.



Person Specification

Qualifications, knowledge and experience

- Bookkeeping experience in a similar role, or otherwise able to demonstrate a firm understanding of practical bookkeeping in a charity setting.
- IT literate, with excellent Microsoft Excel skills and experience of accounting software. Experience of SAP Business One is desirable, but not essential.
- Experience of working in an office environment.
- Able to interact well with a wide range of people from diverse cultures.
- A relevant finance / accounting qualification, or working towards one, is desirable.

Skills and Abilities

- Excellent attention to detail.
- Well organised, with the ability to manage own workload, prioritise competing demands, and escalate when appropriate.
- Professional and welcoming towards visitors and colleagues.
- Able to be firm and persistent if necessary.
- Articulate – able to communicate clearly in writing, over the telephone, and face to face.
- Numerate – with the ability to communicate to non-financial stakeholders.
- Commitment to continuous improvement of controls and processes.
- Willingness to learn and seek personal development in the role.

Other

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion
- Willing and able to travel, and to work overtime on occasion, if required.

Background Information

About the Anglican Communion

The Anglican Communion Office is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises. Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. Its financial affairs are managed by the ACO finance team; its statutory accounts are consolidated into the ACO accounts.

The Lambeth Conference is a separate charitable company which is expanding to become fully operational in preparation of the next Conference in 2020. Its financial affairs are also managed by the ACO finance team.



The office is based at St Andrew's House in Westbourne Park, London W11. About 25 staff are employed across the three charities. Further information about the office can be found on our website:

<http://www.anglicancommunion.org/structures/anglican-communion-office.aspx>

About the Finance and Resources team

The team is led by the Director for Finance and Resources. It provides financial support for three charities, and facilities management for the building, which includes our office, a small guest house and conference rooms. The Director is supported by one full-time management accountant, a part-time finance assistant, the premises warden and two cleaners.

Our finance assistant recently retired after 17 years of service. We have taken the opportunity to restructure the team to increase capacity in anticipation of the additional workload leading up to the Lambeth Conference 2020. The Finance team have two current priorities. The first is to ensure the smooth financial operation of the organisation, such as making and receiving payments, accurate financial reporting, and cash flow management. The second is to improve efficiency and strengthen our processes, by making best use of our accounting software, implementing new technologies, and challenging ourselves to minimise work which adds little value to the organisation.

General Conditions

The Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds:

- Age
- Colour, race or ethnic or national origin
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Marital Status
- Religion or belief
- Sexual Orientation

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are;

- Respect
- Trust
- Hospitality
- Humility
- Openness



Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

Right to live and work in the UK

The successful applicant must be able to demonstrate the right to live and work in the United Kingdom.

Terms of employment

Salary: £23,333 FTE (£14,000 actual for 21 hr/wk)

Pension Contributions: Staff will be admitted to the Church Workers Pension Fund (Pension Builder Classic scheme).

The Anglican Communion Council contributes 10% of basic salary and employees are required to contribute a minimum of 2.5%.

Hours of Work: Part time, 21 hours per week. Subject to agreement, the hours may be achieved in any reasonable working pattern, within normal office hours which are 8am to 5pm Monday to Friday; for example 3 full days each week (7 hours plus 1 unpaid hour for lunch), or 5 short days each week.

Annual Leave: Six weeks' paid leave per leave year, plus 8 public holidays. Part time roles attract a pro-rata entitlement. The leave year runs from 1st January to 31st December.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: The post is offered on a permanent contract, subject to a six month probationary period.

Applications: Applications are invited from suitably qualified persons. The application should include a full CV, a supporting statement and the names of at least two referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

Applications should be sent to: applications@anglicancommunion.org. The deadline for applications is **Friday 12th October 2018** and interviews are likely to take place at our office during the week commencing 15 October. (Please note due to high numbers of applications, the closing date has been brought forward). All applications and enquiries will be treated in strict confidence.