Accountant Job Description

Position Title: Accountant

Department: Treasury Department

Reporting To: Treasurer

Location: NEC Head Quarters

Supervisory Responsibility: Treasury/Finance team members as delegated

Purpose of the Role

The Accountant supports the effective financial management and operation of the Treasury Department, ensuring that financial transactions, accounting records, payroll, reconciliations and reporting are accurate, timely and compliant with organisational policies, accounting requirements and relevant legislation.

The role provides senior-level accounting support to the Treasurer, supervises and supports members of the Treasury team, strengthens financial controls and provides guidance and training to local church treasurers and other stakeholders.

Key Responsibilities

1. Financial Accounting and Reporting

- Oversee day-to-day financial accounting operations within the Treasury Department, ensuring transactions are processed accurately, completely and on time.
- Prepare monthly, quarterly and annual financial reports for review by the Treasurer and relevant committees.
- Review general ledger transactions and investigate unusual balances, errors and variances.
- Prepare and post journals, accruals, prepayments, adjustments, internal transfers and other accounting entries.
- Support month-end and year-end closing processes and ensure accounting deadlines are achieved.
- Assist the Treasurer with financial analysis, management information and reports required for decision-making.
- Monitor budget versus actual expenditure and highlight significant variances or emerging financial risks to the Treasurer.
- Maintain appropriate supporting documentation and clear audit trails for financial transactions.

2. Bank Reconciliations and Treasury Operations

- Prepare and review monthly bank reconciliations, ensuring outstanding and unidentified transactions are investigated and resolved promptly.
- Manage authorised payments through NatWest and other approved banking platforms.
- Process CHAPS and other high-value payments when required, ensuring appropriate authorisation and supporting documentation are in place.
- Assist with monitoring bank balances, cash requirements and short-term cash flow.
- Investigate unidentified receipts, payment discrepancies and banking queries.
- Maintain effective controls around banking access, payment approvals and segregation of duties.

3. Payroll

- Manage and support the accurate and timely processing of payroll.
- Review payroll information before processing and ensure appropriate authorisation has been obtained.
- Post payroll journals and reconcile payroll control accounts to the general ledger.
- Ensure payroll deductions, statutory payments and other payroll-related transactions are correctly accounted for.

- Liaise with HMRC and other relevant authorities regarding payroll and taxation matters.
- Maintain confidentiality and appropriate controls over sensitive payroll information.
- Investigate and resolve payroll discrepancies and employee payment queries.

4. Taxation Gift Aid and Regulatory Compliance

- Liaise with HMRC and the relevant Isle of Man authorities to support compliance with applicable taxation and reporting requirements.
- Support the preparation and timely submission of statutory financial information and returns.
- Process Gift Aid accounting entries into SunPlus and reconcile relevant Gift Aid control accounts.
- Work with the Gift Aid team to ensure claims and accounting records are complete and appropriately supported.
- Maintain appropriate records to support regulatory reviews and external audits.

5. Reconciliations and Financial Controls

- Prepare and review balance sheet and control account reconciliations.
- Conduct inter-company and inter-entity reconciliations and resolve outstanding differences.
- Reconcile church remittances, tithe and offering transactions and other relevant clearing accounts.
- Investigate aged, unusual or unreconciled balances and ensure corrective action is taken.
- Assist in developing and maintaining strong internal financial controls, procedures and documented processes.
- Identify weaknesses, inefficiencies or financial risks and recommend improvements to the Treasurer.

6. Fixed Assets

- Maintain the fixed asset register, ensuring acquisitions, disposals and transfers are accurately recorded.
- Calculate and post monthly depreciation.
- Reconcile the fixed asset register to the general ledger.
- Ensure appropriate documentation and authorisation are retained for capital expenditure and asset disposals.
- Support periodic verification of organisational assets.

7. ACMS ChurchPal and Financial Systems

- Provide comprehensive training and ongoing support to local church treasurers in the effective use of ACMS and ChurchPal.
- Support accurate integration and reconciliation between church management systems and the organisation's accounting system.
- Assist with SunPlus accounting processes and maintain accurate financial information within the system.
- Identify system or process issues and work with relevant colleagues, IT teams and service providers to resolve them.
- Help develop standard procedures, training materials and guidance to improve consistency across local churches.
- Support the implementation and improvement of digital finance processes and systems.

8. Support for Local Church Treasurers

- Act as a senior point of contact for local church treasurers on accounting and financial administration matters.
- Respond to queries by telephone, email, online meetings and training sessions.
- Provide practical guidance on financial procedures, reconciliations, reporting, Gift Aid, banking and accounting systems.
- Assist local treasurers in identifying and resolving accounting discrepancies.
- Promote good financial governance, accountability and consistent financial practices across local churches.

9. Team Management and Development

- Provide day-to-day supervision, guidance and support to members of the Treasury team.
- Allocate and monitor work to ensure key deadlines and departmental priorities are achieved.
- Review work completed by team members where appropriate and provide constructive feedback.
- Support staff training, development and cross-training to strengthen resilience within the department.
- Encourage high standards of accuracy, accountability, professionalism, teamwork and customer service.
- Provide cover and continuity for key Treasury functions during staff absence or periods of increased workload.

10. Audit and Year End Support

- Assist with the preparation of year-end accounts and schedules.
- Prepare reconciliations, supporting documents and financial information requested by internal and external auditors.
- Liaise with auditors and respond to financial queries within agreed timescales.
- Assist with implementing agreed audit recommendations.
- Ensure accounting records and supporting documentation are maintained in an audit-ready condition throughout the year.

11. Governance Policies and Procedures

- Ensure financial activities comply with organisational financial policies, delegated authorities and approved procedures.
- Support the Treasurer in reviewing and improving financial policies, procedures and internal controls.
- Promote appropriate segregation of duties and financial accountability throughout the Treasury function.
- Escalate significant financial irregularities, control weaknesses, compliance concerns or financial risks to the Treasurer promptly.
- Maintain confidentiality and integrity when handling financial, payroll and other sensitive information.
- Lead on other committees as delegated and report back to the Treasurer.

12. Support to the Treasurer

- Report directly to the Treasurer and provide regular updates on financial operations, reconciliations, payroll, outstanding matters and emerging risks.
- Assist the Treasurer with financial analysis, budgeting, forecasting and preparation of management reports.
- Prepare financial information and schedules for Finance Committees, Executive Committees, Trustees and other governance meetings when required.
- Provide cover and senior accounting support during periods when the Treasurer or other senior Treasury personnel are unavailable.
- Undertake financial projects, investigations and other duties delegated by the Treasurer.

Key Standards of the Role

The Accountant is expected to demonstrate:

- High standards of financial accuracy and attention to detail.
- Strong understanding of accounting principles and internal financial controls.
- Ability to meet demanding monthly, quarterly and annual reporting deadlines.
- Strong analytical and problem-solving skills.
- Effective leadership and team-management skills.
- Excellent communication and training skills.
- Professional judgement and the ability to appropriately challenge financial information.
- High levels of confidentiality, integrity and accountability.
- Commitment to continuous improvement of financial systems and processes.
- Ability to work collaboratively with Treasury colleagues, departmental leaders, local church treasurers, auditors, banks, regulators and other stakeholders.

Accountability

Key Relationships: Treasurer, Treasury team, local church treasurers, departmental directors, auditors, HMRC, banking providers, system providers and other relevant stakeholders.

The Accountant is responsible for supporting the Treasurer in maintaining a financially sound, well-controlled and efficient Treasury function and for ensuring that reliable financial information is available to support effective stewardship and organisational decision-making.

Employment Terms

Contract Type: Fixed

Hours: 37.5 Hours

Salary: £31,224 to £39,228

Benefits:

- 20 days' annual leave plus recognised bank/public holidays.
- Paid day off on your birthday
- Access to the BUC-administered pension scheme.
- NEC health, wellbeing and employee-support benefits, subject to eligibility.
- Contractual sick-pay arrangements, subject to applicable terms.
- Role-related training and professional development.
- Access to other applicable NEC employee benefits and allowances.