



VISION STATEMENT: TOGETHER WE ARE WORKING FOR A WORLD WHERE ALL CAN EXPERIENCE FAITH IN CHRIST AND THE ABUNDANT LIFE ONLY HE PROVIDES.

JOB DESCRIPTION

JOB TITLE:	Finance Assistant
RESPONSIBLE TO:	International Finance Business Partner
DEPARTMENT:	Finance and Operations
INTERNAL RELATIONSHIPS:	Finance Team (currently 5 members), collaborative working across other BMS departments, global personnel
EXTERNAL RELATIONSHIPS:	Suppliers, BMS Partners
LOCATION/TRAVEL TO:	Hybrid with at least one day a week in the BMS Didcot office
JOB TYPE/HOURS:	Part time, permanent – 21 hours per week
GRADE:	Grade 6 Professional

JOB OVERVIEW

To assist in the maintenance of the purchase ledger to process purchase transactions within the accounting system and to assist with the monthly bank reconciliations.

This role is the primary point of processing for all purchase invoices and expenses, as well as dealing with related queries. This role also is responsible for maintaining vendor records and for posting the internal bank transfers into the accounting system.

ROLE AND RESPONSIBILITIES

1. PURCHASE LEDGER

- Maintain the Accounts Payable inbox, ensuring all purchase invoices and expenses are processed through the correct channels, in line with payment terms, and any queries are followed up in a timely manner
- Ensure all invoices and expenses are correctly authorised and coded prior to posting on the accounting system, including the correct dimension codes
- Maintain the vendor records within the accounting system, ensuring details are accurate and up to date

2. BANK RECONCILIATIONS

- Post internal bank transfers in the accounting system
- Perform the monthly bank reconciliation of the bank savings account

- Assist in posting other transactions into the accounting system such as Direct Debits and bank charges
- Assist in the monthly bank reconciliation of the other bank accounts

3. TEAM WORKING

- Work in accordance with BMS values, policies and procedures
- Meet regularly with the International Finance Business Partner to report on work status
- Participate in team and departmental meetings
- Maintain operational guidelines for your area of work

4. OTHER DUTIES

- Participate in preparation of files and documents for audit purposes
- Participate in cheque listing team rota
- Such other duties as your line manager may from time to time be considered necessary and suitable
- Specific learning and development as agreed with your line manager related to your role

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

Excellent numeracy skills

Excellent accuracy and attention to detail

Experience of purchase ledger and expense payments or willingness to learn

Computer literate with proficiency in MS Excel, Word and Outlook

Interpersonal skills and ability to relate well to a wide range of people inside and outside the organisation

Ability to plan and manage own tasks within agreed timeframe

Methodical approach to work

Ability to be flexible

Preferred

Experience of Microsoft Business Central accounting package

PERSONAL QUALITIES

Essential

Mature, faithful and professional approach to the task and the team

Have the highest level of integrity and standard of excellence

Take confidentiality seriously and appropriately

Work relationally and collaboratively

Be self-aware and resilient

Comfortable with expression of values as inspired by Jesus Christ

Personal values align with BMS' mission, values, and goals

SPECIFIC OCCUPATIONAL REQUIREMENTS

The job-holder must have the right to live and work in the UK