

Unification Movement UK Job Vacancy – Accounts Administration Officer

Matthew Huish
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JOB VACANCY

Accounts Administration Officer

Do you feel you have what it takes?

We are looking for a skilled Accounts Administration Officer to record financial transactions, including purchases, sales, receipts and payments. You will also perform a variety of other general accounts administration tasks.

ACCOUNTANCY EXPERIENCE
1 year or more

GOOD TIME MANAGEMENT
Can Work Under Pressure and to Deadlines

MICROSOFT SKILLS
Word, Excell, Outlook

ORGANISATIONAL SKILLS
Ability to Prioritise

ABILITY TO MULTI-TASK
Is an Asset

COMMUNICATION SKILLS
Verbal and Written

ATTENTION TO DETAIL
High level of accuracy

PART-TIME WORK
21 hours per week

EARN £800
Gross per Calendar Month

Send your CV's to Tom O'Connell, Human Resources:
hq@ffwpu.org.uk

JOB DESCRIPTION

Job Title: Accounts Administration Officer

Location: FFWPU, 43 Lancaster Gate, London W2 3NA

Line Manager: Head of General Affairs

Job Purpose: We are looking for a skilled Accounts Administration Officer to record financial transactions, including purchases, sales, receipts and payments. You will also perform a variety of other general accounts administration tasks.

Remuneration: This is a part time position. 21 hours per week. £800 gross per calendar month.

Key Accountabilities

- Verifying the accuracy of invoices before payment and other accounting documents or records
- Updating and maintaining accounting journals, ledgers and other records detailing financial business transactions.
- Compiling any data and preparing reports which cannot be generated directly from the national level QuickBooks Online accounts database
- Carrying out reconciliation between accounts
- Recommending actions to resolve discrepancies
- Investigating questionable data
- Serving the needs of the contractor FFWPU uses to compile the bookkeeping records for the whole Charity in QuickBooks Online
- Managing regular administration tasks in the office (post, making online payments, petty cash, etc.)
- Dealing with enquiries from our accounts contractor and FFWPU management regarding specific accounting matters
- Making payments to overseas locations
- Completing all Gift Aid tax claims for FFWPU (HQ & regions)
- Completing the Annual Return to the Charity Commission for FFWPU (post audit)
- Dealing with authorities like the bank, HMRC and the Land Registry
- Liaison with other employees of FFWPU UK as and where necessary
- Assisted by and providing leadership to one other person in the office

Job Skills, Experience and Qualifications

- Competency in Microsoft applications including Word, Excel and Outlook
- Organisational, verbal and written communication skills a must
- High level of accuracy and attention to detail
- Good time management, organisation and prioritisation skills and the ability to work under pressure and to deadlines
- Attention to detail and ability to multi-task is an asset
- Requires 1 years' experience working in an Accountancy environment

Desirable: Experience with QuickBooks. However, training will be provided.

Apply: Send your CV to Tom O'Connell, Human Resources: hq@ffwpu.org.uk