



# Trainee Accountant

<b>Department:</b>	<b>Finance</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Place of Work:</b>	<b>Elim International Centre</b>
<b>Working hours:</b>	<b>36.25 per week</b>
<b>Salary range:</b>	<b>£24,000 - £32,000</b>
<b>GOR:</b>	<b>No</b>
<b>Status:</b>	<b>vacancy</b>

# Trainee Accountant – Central Finance Team

**Closing Date:** 29<sup>th</sup> January 2025

**Salary:** £24,000-£32,000, dependent on Experience and Qualifications

## INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 500 Christian congregations and ministries in the UK and Ireland. Elim is also a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focused on Christian mission and ministry.

The Central Finance Department is responsible for managing all central income and expenditure, providing regular management reports to aid budget management and decision-making, and supporting all ministries and departments that operate from Elim International Centre in Malvern, including Regents Theology College, Elim Missions, Administration, Youth, Evangelism, and Training.

## THE ROLE

The Trainee Accountant will work in the Elim International Centre and report directly to the Finance Manager (Central Finance Team), and contribute to and support the Central Finance Team Function. As Trainee Accountant, your primary responsibilities will be to assist the Finance Manager in preparing the Monthly Departmental Accounts to Financial Statement and Balance Sheet and quarterly Consolidated Accounts, and assist in the preparation of annual budgets.

You will develop your skills to provide management reporting and analysis of the same.

## DUTIES INCLUDE:

Departmental responsibilities include preparation and publishing of monthly management reports, budget building, monitoring of all transaction coding, and execution of periodic internal audit checks.

- **Review Month End Bank Rec's and Ledger Control Balances:** Check and validate the Month End summaries produced by the Accounts Team for Bank Rec's, Control Accounts & Inter-Ledger Balances.
- **Monthly Management Reports to HoD's:** Assist in the preparation and publishing of monthly management reports to Budget Holders.

- **Quarterly Return Report to FD:** Assist in the preparation and publishing of Quarterly Return (MR%) reports to the Finance Director.
- **Quarterly Consolidation Reports to FD:** Assist in the preparation and publishing of Quarterly Consolidation reports to the Finance Director.
- **Annual Budget Preparation:** Assist in the review and preparation of Annual Budgets for Departments and Consolidated Forecast.
- **Ministers Credentials:** Annual collection of fees from ministers for their credentials. Collect by DD for those ministers with a current DD in place. Allocated Standing Order receipts; Chase up outstanding fees, and only issue credentials card when fees have been cleared to Central bank account. Keep Credentials spreadsheet fully reconciled at all times.

#### Internal Audit:

- **Purchase Ledger Coding:** Check and sign for Purchase Invoice coding.
- **Petty Cash:** Quarterly inspection on all Petty Cash balances, by reconciling petty cash balance and PC vouchers to the Imprest System balance. Petty Cash should be reimbursed to imprest amount periodically and always directly before Year End.
- **Investigation Skills:** Exploring whatever avenues necessary to sustain the effective, efficient, and economic processing of all financial transactions and business data, with accuracy and in a timely fashion.

#### Month End Responsibilities:

- **Complete to Trial Balance:** Production of M/E Trial Balance and reconciliation to Customers and Vendors Balances, for each Ledger.
- **Complete to Financial Statements:** Production of M/E Financial Statements (for ALL Ledgers, Departments and relevant Cost Centres) reconciled to 'LiveLink' Management Reports and reconciled to "Exec' Summary" Balances for each Ledger.
- **Complete to CONSOL Summary:** Production of CONSOLIDATED Financial Statement and Balance Sheet each Quarter, to be reconciled to "Exec' Summary" Balances for each Ledger.
- **Distribute Monthly Financial Statements & Reports:** Provide Month End reports to each Budget Holder, including Financial statement & LiveLink Report.

#### Year End Responsibilities:

- **Journals:** Create journals to perform Year End adjustments as we finish and close the Ledgers.

- **Report Reconciliation:** Run and re-run reports to ensure current Final Balances are reflected throughout ALL Year End Reports, and ensure that they are saved and stored in formats appropriate and suitable for Audit scrutiny and reconciliation.

- **Other Duties:** This list is an example of the level of tasks and responsibilities commensurate with your role, but is not exhaustive. Therefore, your duties can be interchanged with tasks and responsibilities of equal level as the work flow and demands of the department require.

## THE PERSON

The ideal candidate will be an enthusiastic and committed individual with a high level of numeracy and attention to detail.

## ESSENTIALS:

### Qualifications

- Proven track record of ability to learn e.g. minimum GCSE English and Maths A\*-C or equivalent.
- Evidence of on-going personal development and building knowledge & experience.
- Desire and ability to gain professional qualifications.

### Skills and abilities

- Adept at managing complex programmes of work;
- Sound judgement and decision making;
- Ability to work unsupervised and deliver high quality work to tight deadlines
- Able to demonstrate a high level of enthusiasm, commitment and attention to detail;
- Able to analyse and interpret complex and conflicting information and to communicate these in a straightforward way to others;
- Ability to anticipate risk and proactively mitigate the situation to minimize or avoid impact on ults
- Ability to forge effective relationships with a wide range of individuals and organisations and to work effectively in a multidisciplinary environment
- Team player, co-operate with other staff to achieve results.

### Personal Qualities

- Honesty and integrity
- Enthusiastic and with a drive to achieve
- Demonstrate drive and ambition
- Tenacity to maintain momentum in managing a detailed and complex work environment
- Organised, flexible, innovative and adaptable
- High level of political astuteness and sensitivity.
- Awareness and commitment to keep strict confidentiality regarding Elim matters and Stakeholders personal details at all times

### Other Requirements

- Ability to travel where delegated and appropriate;
- IT literate and a working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use)
  
- To operate with a high level of autonomy, professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy

### DESIRABLES:

- Part professional qualification (e.g. AAT, CIMA, ACCA, ICAEW, or CIPFA).
- Awareness of current regulations, including IFRS / New UK GAAP and Companies Acts
- Awareness of DK accountancy system
- A valid UK driving license
- Committed to Continuous Professional Development via qualification and experience
- Ideally, from an Elim background, with some understanding of the Elim Ethos

### FURTHER DETAILS

Successful candidates who will be invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information prior to this, please contact the HR department at [alison.dunsmore@elim.org.uk](mailto:alison.dunsmore@elim.org.uk) to request a copy of the information.

If you would like an informal discussion or have questions regarding the role, please contact Adam Noonan ( Finance Manager) [adam.noonan@elim.org.uk](mailto:adam.noonan@elim.org.uk) or phone 03453 026750

- Elim Movement: <https://elim.org.uk>
- Regents Theological College <https://regents-tc.ac.uk>