

**United Synagogue Job Description**

**JOB TITLE: Accounts Assistant (G&CP)**

**LOCATION: Finance Department**

**WORKING HOURS: 35 hours per week**

**REPORTS TO:** Senior Management Accountant

**BENEFITS:** 20 days holiday, plus Statutory Bank Holidays, pro-rata

Employee Assistance Programme

Childcare Vouchers

EXEXEC Discount Portal

Auto-Enrolled Pension

**MAIN PURPOSE OF JOB**

To assist the Senior Management Accountant with all the bookkeeping aspects and requirements relating to the United Synagogue and its subsidiaries.

**DUTIES & RESPONSIBILITIES**

**Key Responsibilities**

* Purchase Ledger bookkeeper - Maintenance and reconciliation of purchase ledger control accounts. Processing invoices for payment, make payments (BACS, bank transfers, cheques etc.), reconciliation of suppliers’ accounts to statements etc.
* Daily Bankings - Preparation and processing for main bank account.
* Bank Reconciliations - Reconciliation of main bank account and subsidiaries.
* Data Processing - Collection and processing of information on finance system and ancillary spreadsheets. Collation of data necessary for quarterly VAT returns.
* Charity Voucher Submissions - Preparation, submission and processing of charity vouchers and other forms of fundraising income.
* Reconciliations of Balance Sheet Control Accounts - Petty cash, intercompany accounts, departmental recharges

• Assisting the Management Accountant - Assistance with the preparation of supporting schedules for the period and year end and the preparation of any necessary ad-hoc analyses.

• General Office Duties

**Challenges**

• The culture of the organisation (Orthodox Jewish)

• Underlying complexity of United Synagogue structure

• Working as part of a team with a collective goal of meeting deadlines

• Liaison with a large range of US departments and connected personnel.

**Reporting Line**

• G&CP Management Accountant

• Director of Finance

**Key Relationships**

• G&CP Management Accountant

• Other Finance Department Staff

• Suppliers

• Staff of other Head Office departments

GENERIC DUTIES

• Committed to the aims of the United Synagogue and act as an ambassador for the organisation

• Comply with The United Synagogue’s policy and procedures and code of expectations

• Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff

• Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy

• Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development

• Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post

• Maintaining high levels of discretion and confidentiality at all times.

This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue’s operational procedures

**Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**

**Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**

**PERSON SPECIFICATION**

The successful candidate for this position should be AAT-qualified and have experience with computerised financial applications. S/he should also possess proficiency with spreadsheets (Excel) at an intermediate level.

The positions calls for a purchase ledger bookkeeper who is competent in running all purchase ledger related tasks independently (such as make payments – cheques and BACS run, reconcile suppliers’ accounts to statements etc) including the related reconciliation work. Reconciliation experience is essential. Daily Banking as well as other bookkeeping tasks is required.

The candidate will be working as part of a team of two under an accountant with the ultimate goal of freeing the management accountant from any and all data processing. The team faces the pressures of sometimes tight deadlines and s/he will need to be able to maintain a focus on the work at hand while remaining calm despite the disruptions inherent in an open-plan office. S/he must also be capable of working on her/his own initiative and will possess the ability to plan and prioritise her/his workload while adhering to deadlines.

The position entails communicating, both in writing and orally, with local trustees and staff at synagogues and other departments. The candidate must be capable of maintaining composure throughout while being able to satisfy the various queries and demands with which s/he is presented in a timely manner***.***

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder.