

**United Synagogue Job Description**

# JOB TITLE: Accounts Assistant (Synagogues) LOCATION: Finance Department

**WORKING HOURS: 35 hours per week**

**REPORTS TO:** Head of Community Finance

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays

 Jewish festivals when they fall on a normal working day

 Ride-to-Work Scheme

 Auto-Enrolled Pension

# MAIN PURPOSE OF JOB

To assist the Head of Community Finance with various financial tasks relating to the Synagogue Finance Department.

# DUTIES & RESPONSIBLITIES

**Key Responsibilities**

* Annotate and process bank statements daily
* Processing of income to PS Financials including from K2, Credit cards, Portal, Events
* Journals as requested
* Bank transfers as requested
* Balance sheet reconciliations
* Sending out write off batches to FRs
* Send out, process and check credit card statements
* Cash receipts k2 check
* Prepare correspondence with bank whilst maintaining banking signatory list
* Local account batch sending and transferring
* Checking local account for transactions
* Petty cash checks
* Gas and Electricity point of contact and deal with and payments and queries
* Refunds from K2/events/credit cards
* Bank transfers
* Record CST money
* Control Accounts
* Harlands, Worldpay invoice reconciliation and allocating charges
* Harlands direct debit renewals and maintaining data
* Provide training and support to administrators on all systems they use including Harlands, credit cards, k2 etc. as well as point of contact
* Journals including Intercompany and Gift Aid
* Harlands and WorldPay support and contact to company
* Backup supplier payment run
* Other adhoc requests

# 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 different departments and connected personnel.

# Key Relationships

* Head of Community Finance
* Other Finance Department Staff
* Synagogue administrative staff

**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 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.

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.**