



ACN

Job Description

March 2025

JOB TITLE	Accounts Assistant
WORK BASE	Aid to the Church in Need UK, UK National Office (Sutton)
RESPONSIBLE TO	Finance Manager
COORDINATING WITH	Members of the Accounts and Customer Service teams

MAIN PURPOSE

The post is one of a five strong accounts team and part of the wider finance team of 11 people that handles over £12 million in annual income, for both Aid to the Church in Need (the Charity) and ACN trading Ltd.

You will provide support to the Finance Manager to help achieve the growth and expansion of the charity by achieving goals set by ACN in line with our 10-year vision.

Why work at Aid to the Church in Need?

ACN is a Catholic charity bringing spiritual and practical help to Christians – especially those who are persecuted for their beliefs. We carry out our mission of reconciliation and love through local Church partners: supporting priests, Sisters and catechists, building churches, providing transport, training seminarians, and providing religious literature and media - as well as supplying emergency aid for Christians struggling to survive or fleeing persecution. ACN also advocates on behalf of suffering Christians denied a voice. Through prayer, information and action we are keeping the Faith alive in a troubled world.

Your role will be assisting and supporting the accounts team. You will become a core member of the team and have the opportunity to grow and develop!

RESPONSIBLE FOR

Key areas of responsibility include but are not limited to:

- Coding and processing purchase invoices.
- Reconcile accounts payable and receivable balances.
- Processing credit card statements.
- Checking employees' expenses and posting to Sage
- Raising payments for expenses and invoices
- Processing sales invoices.
- Update and reconciliation of repayment, creditors and debtors accounts
- Performing bank reconciliations, including multi-currency accounts and petty cash.
- Monitoring bank accounts daily



- Update and reconciliation of intercompany accounts, including loan accounts
- Journal entries
- Assist with provisions for Accruals and Prepayments.
- Assist with the maintenance of the Fixed Asset Register
- Assist with preparation of VAT returns
- Assist with period end reports
- Assist with the preparation and updating of budgets
- Assist with preparation of reports and sample data for annual audit
- Answering queries relating to transactions processed

Other reasonable tasks in keeping with the role as required by the Finance Manager

This role will also develop strong working relationships and liaise with colleagues across ACN (UK).

PERSON SPECIFICATION

- AAT qualified, ACCA or CIMA part qualified advantageous
 - Proficiency in Microsoft Office particularly Excel, including VLOOKUP, pivot tables, and IF statements.
 - Familiarity with Sage accounting software is preferable.
 - Good communication and interpersonal skills
 - Strong organisational skills – able to prioritise and willing to “own” distinct areas of work.
 - Creative and practical.
 - A self-starter, able to work both independently and as part of a team.
 - Tenacity, persistence and flexibility.
 - Willing to learn and ability to work well under pressure.
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- Motivated by the cause supported by Aid to the Church in Need, with a good understanding of the Catholic Church.
 - Preferably some accounting experience and experience of or an interest in the charity sector.