



ACCOUNTS PAYABLE

Full -time, United Kingdom, London

Department
Finance

Employment Type
Full- Time

Minimum Experience
Experienced

Do you have previous accounts payable or receivable experience?

Are you an administrator with strong numeracy skills?

Do you want to work with a team that is serving the church through financial stewardship and administration?

Our Finance Team is currently looking for an Accounts Payable to join the team. This role will be responsible for the issue and maintenance of all transactional activity relating to the corporate cards and cash reimbursements. This role is also responsible to run all payments when the other AP officer is on leave.

Summary of responsibilities

- Full responsibility for the day-to-day management of the accounts payable function
- Ensure that the purchase ledger is operated accurately, efficiently and to agreed timescales, ensuring all creditors are paid on time.
- Complete monthly reconciliations for suppliers, investigate and reporting on relevant items
- Responsible for processing of all other outgoings and payments from both non restricted and restricted bank accounts, including timely posting of transactions.
- Responsible for petty cash spending, including performing monthly reconciliations and ensuring adherence to controls.
- Preparing daily and weekly reports and information for inclusion in treasury forecasting and management.
- Prepare monthly reports on relevant KPI Information for accounts payable
- Collation of relevant information pertaining to and the submission of quarterly VAT returns
- Provide excellent service, manage and maintain good relationship with the internal and external stakeholders, in particular our key suppliers
- Responsibility for Concur administration, including ensuring appropriate approval limits are maintained, new codes are created and ensuring adherence to correct procedures.
- Responsible for expense and invoices submission, including liaising with users across all departments and creating clear policies and processes.
- Responsible for monitoring and reconciliation of credit card accounts, including liaising with employee card holders, reviewing transaction summaries, and completing full month reconciliations. Responsible for ensuring credit card spending controls are adhered to
- Assist Senior Accountant with maintaining best practice for all financial systems and processes, including being proactive to review and make suggestions to improve processes and procedures in relation to accounting systems.



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Profile/Skills/Qualification

- Experience in a similar accounting role within a professional environment
- Strong experience in management of nominal ledger
- Part qualified (AAT Technician Level or above)
- High attention to detail, problem solving skills and ability to meet assigned deadline
- Intermediate to advanced excel skills
- Knowledge of Sage preferable but not essential
- Excellent personal communication and interpersonal skills
- Able to take initiative and self-manage your own workload
- A willingness to work within our values, where we seek to be:
 - o Collaborative
 - o Supportive
 - o Generous
 - o Inspirational
 - o Committed to a Common Purpose

Why work for Hillsong Church?

We work in a dynamic, growing, Christ-centred environment that is influencing the world.

We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial and leave support for external study programs and qualifications
- Access to Employee Assistance Programs, including health, wellbeing, and other support available. Specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

If this sounds like you, we would love for you to apply today!