



## Accounts Assistant (Interim)

Full-time, United Kingdom, London (Hybrid)

Department  
Central Services

Employment Type  
Full-Time

Minimum Experience  
Experienced

Our Finance department is looking for an Interim Accounts Assistant to join our Finance and Central Services Team, for the next 6 Months, with an immediate start date.

The role is full-time for 3-6 months with a potential to go permanent and the organisation has offices in Central London, near Tottenham Court Road. Ideally candidates should be prepared to visit the office 1-2 times per week, but a fully remote option could be considered.

The ideal candidate will be responsible the administration of income and donations, ensuring the general ledger and management reporting is accurate and maintaining giving and income systems.

### General Income

- Full responsibility for the day-to-day management of the income receivable function, including timely process of all income
- Complete monthly reconciliations for income, investigate and reporting on relevant items
- Preparing daily and weekly reports and information for inclusion in treasury forecasting and management.
- Point of contact for all Giving Queries including management of the Giving Mailbox

### Gift Aid Administration

- Processing of Gift Aid declarations and donations made
- Responsible for keeping accurate and complete records for regulatory and Gift Aid purposes
- Responsible for keeping accurate and complete donor information records
- Prepare Gift Aid reports as and when required
- Complete the review of historical Standing Order giving to ensure Gift Aid is claimed where possible
- Contact non-claimants of Gift Aid to assist them with claiming Gift Aid where possible, including sharing with the donor the benefits or Gift Aid to both the donor and the church.
- Report regularly to the Finance Manager and CFO on the progress of the work and the financial gain.
- Submission of all Gift Aid donations to HMRC on a monthly basis and all related reporting

### Sunday Finance – Count Room

- Act as point of contact for all Count Room Leaders across the UK, providing required training and resources to enable leaders to run an effective team
- Reconcile all income received in locations and investigating any variances

### Systems

- Act as Administrator for all Giving Systems
- Assist The Finance Manager with maintaining best practice for all income systems and processes, including being proactive to review and make suggestions to improve processes and procedures in relation to giving systems.
- Regularly test all giving systems to ensure no barriers to giving



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### Skills & Educational Requirements:

#### Qualifications:

- Desired part qualified (AAT Technician Level or above) or sufficient experience in technical roles.

#### Experience:

- Experience in a similar accounting role or administrative role within a professional environment
- Strong experience in management of data, reconciliation and analysis of information

#### Skills and knowledge:

- 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

### 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

**The role is looking for someone who can start immediately on a 3 - 6month contract.**

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