



Accounts Assistant – Income

Full -time, United Kingdom, London (Hybrid)

Department

Central Services

Employment Type

Full-Time

Minimum Experience

Experienced

Our Finance department is looking for an Accounts Assistant – Income 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 4 times per week, but a fully remote option could be considered.

The ideal candidate will be responsible the administration of all accounts payable, 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 donation income receivable function
- Completing data analysis of donations via multiple income streams in order to accurately identify and report on total income per location.
- Daily processing and reconciliation of income related bookkeeping tasks, including reconciliation of income from electronic methods and coding to nominal ledger
- 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
- Act as point of contact for all cash offerings received at locations, including reconciliation of cash deposits

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.



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- Submission of all Gift Aid donations to HMRC on a fortnightly basis and all related reporting

Financial Records

- Completion of all Bank Reconciliations including Loan Agreements
- Accurate record keeping of Trade Debtors
- Raise and issue invoices
- Ensuring the full reconciliation and maintenance of income related balance sheet accounts
- Reconciliation of restricted funds, and processing of all other outgoings and payments from restricted bank accounts, including timely processing of transactions
- Preparation of financial and accounting reporting and analysis as and when required
- Counting and reconciling foreign currency on a monthly basis

Relationship Management

- Provide excellent service, manage and maintain good relationship with the internal and external stakeholders, in particular our key suppliers

Audit

- Assist The Finance Manager with preparation of annual statutory audit file as and when required.

Treasury

- Assist Finance Manager and CFO in managing cash positions
- Prepare cash forecasts and understand monthly cash inflows and outflows
- Maintain relationship with Hillsong relationship bank, maintaining correct banking systems and controls

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

Additional Work

- Your Department Head may assign additional tasks and responsibilities from time to time.



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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, including bookkeeping and managing nominal ledger information
- 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 support for external study programs and qualifications.



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- 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!