

Accounts Administrator Assistant

Hours: Part Time (32hrs per week)

Salary: Dependent on experience

Location: Hereford, UK

The Christian Broadcasting Network Europe is part of a global organisation with its UK office based in Hereford. It is our vision to share the Gospel to all nations, and disciple through TV programming, multimedia, humanitarian outreach & prayer centres, in a relevant & practical way. CBN Europe is an exciting, vibrant place to work and we are looking for staff to join our expanding team.

We are looking for an enthusiastic individual to work as part of a team within our finance department, maintaining and where possible building on our current systems. You will have a good level of confidence and knowledge of Excel. Also, attention to detail is essential to the role with a meticulous approach to all tasks. Book keeping and cash handling experience is an advantage, and full training will be given on our systems.

What will you be doing:

Accurate daily entry of finances received from multiple physical and electronic sources into our accounting systems.

Maintaining the Gift Aid register.

Overseeing the petty cash distribution and making regular deposits into the bank.

Processing the daily electronic donations made to the ministry.

Contacting donors directly when appropriate.

Dealing with enquiries from our partners and other internal departments.

Assisting the Accounts Administrator with any tasks that are needed.

What we are looking for:

Computer literate and experience in manipulating data within Microsoft Excel.

Experience in using QuickBooks (although this is not essential).

A great team player, enthusiastic and resourceful with a calm, confident and positive attitude.

Efficient and organised, with an eye for detail.

Able to self-manage and use appropriate initiative when required.

Able to problem solve.

Have a full clean driving license.

Please send your CV with covering letter to Allen Carter at jobs@cbneurope.com. Applications close Thursday 22nd June 2017. Interviews will take place week commencing 26th June.

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