

Accounting Manager

Hours: Full Time (40hrs per week, normal office hours)

Position Start Date: November 2018

Salary: In line with similar non-profit organisations. Available upon request.

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 Accounting Manager to supervise, track and evaluate day-to-day activities, as well as work closely with our management team and trustees to provide strategic support where needed. Responsibilities include establishing financial status by developing and implementing systems for collecting, analysing, verifying and reporting information.

Key responsibilities:

- month and end-year process
- accounts payable/receivable
- cash receipts
- general ledger
- payroll and utilities
- treasury, budgeting
- Budgeting and cash forecasting
- revenue and expenditure variance analysis
- capital assets reconciliation
- fixed asset activity
- Bank reconciliations
- Asset, liability and capital entries.
- Monitor and analyse accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Provide recommendations
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct staff to ensure compliance and accuracy
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions
- Compliance with all tax and other finance related government regulations
- Monthly closing
- VAT, Gift Aid and other tax filings
- Financial analysis and reporting
- Cash flow management and projections
- Maintain financial controls
- Fixed asset inventory

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There is an occupational requirement under Schedule 9 of the Equality Act 2010 for this post to be held by an active, practising Christian who assents to our statement of faith.



Requirements:

- Chartered Accountant with either a degree in finance & accounting, Level 4 Diploma in Accounting (MAAT) or equivalent.
- Must be analytical, able to identify cause and effect
- Minimum 3 years' experience in Management Accounting
- Experience with QuickBooks and/or other accounting software
- Knowledge of GAAP or IFRS
- Competent in using Excel

What we are looking for:

We are looking for someone who is honest, trustworthy, friendly, approachable, organised and forward-planning, with a keen eye for detail. You must be passionate, self-motivated, enthusiastic and driven to succeed.

If this is you, please email us with a cover letter and your CV, as we'd love to hear from you!

Please send your CV with covering letter to Mark Dijkens at jobs@cbneurope.com.

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