

Accounting Manager

Location: Hereford, United Kingdom
Permanent, full time

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 a lively, vibrant place to work and an exciting opportunity has arisen in our finance department 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
- General ledger
- Payroll and utilities
- Treasury, budgeting & forecasting
- Revenue and expenditure variance analysis
- Capital assets reconciliation
- Fixed asset activity
- Bank reconciliations
- Financial controls and financial reporting
- Establish and enforce best practices and policies
- Annual audits & financial statements
- Provide recommendations
- Improve systems and procedures, initiating corrective actions
- Meet financial accounting objectives
- Establish and maintain fiscal files and records for documenting transactions
- VAT, Gift Aid and other tax filings

Requirements:

- Minimum 3 years experience in Management Accounting
- Experience with QuickBooks and/or other accounting software
- Competent in using Excel

What we are looking for:

The ideal person is a qualified accountant with hands on experience in finance & accounting. Candidates who have successfully completed level 4 Diploma in Accounting (MAAT) are equally invited to apply. We are looking for someone who is honest, trustworthy and reliable, with a keen eye for detail. You must be self-motivated, enthusiastic and driven to succeed, and analytical with the ability to identify cause & effect. Being part of a small finance team also requires someone who has hands-on experience with all accounting tasks.

If this is you, please send your CV and cover letter to jobs@cbneurope.com, as we'd love to hear from you!

Please note: 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.