



JOB DESCRIPTION

Job Title:	Accounts Clerk	Location:	Watford, England
Organisation:	British Union Conference of Seventh-day Adventists	JD Last updated:	18/07/2024
Department:	Treasury	Time:	- Full-time (36.75hr p/w) - Will consider part-time job-share
Responsible to:	Executive Treasurer / CFO	Annual Salary:	£21,882 - £27,850 (full-time) Regional Weighting included

JOB SUMMARY

The Accounts Clerk will provide essential support to the BUC Treasury Team. This entry-level position is responsible for assisting with various accounting tasks, maintaining accurate financial records, and ensuring compliance with the organisation's financial policies, procedures, protocols and practices. The ideal candidate will be detail-oriented, reliable, and eager to learn. From time to time, due to changes in office support requirements, the specifics of the role may be changed.

KEY RESPONSIBILITIES

- Arrange payments for suppliers and other payees.
- Accurately enter financial data into financial management systems.
- Maintain and update financial records, ensuring all financial documentation is properly filed and organised.
- Record subsidiary remittance reports accurately and in a timely manner.
- Perform account reconciliations to ensure accuracy of financial records under supervision.
- Ensure compliance with all relevant financial policies and procedures.
- Maintain strict confidentiality of all financial and personal information.
- Work collaboratively with other members of the team and other departments.
- Assist in month-end and year-end closing processes.
- Provide light administrative/data entry support when needed.
- Support the Treasury Department in liaising with different service providers as needed, for example professional advisors, maintenance contractors, debtors, and creditors.
- In addition to the above functions, you may be required to carry out such other duties as may reasonably be required by the BUC Executive Treasurer.