

Financial Assistant – Job Description

Bryanston Bible Church – February 2021

The role of the Financial Assistant at Bryanston Bible Church (BBC) is to faithfully and effectively record the financial affairs of Bryanston Bible Church. This person is an accounting professional primarily responsible for maintaining a detailed record of all financial transactions at Bryanston Bible Church.

The role of the Financial Assistant includes, but is not limited to, the following:

Key Accountabilities:

- Assist where required with monthly management accounts, annual budget preparation and annual financial statements
- Bookkeeping corporate governance
- Cash management and banking
- Expenditures versus budget allocations
- Fixed asset register
- Foreign exchange transaction management
- Purchasing and expense management
- Staff leave records
- Reconciliation of creditors accounts
- Monthly payroll and all related tasks. I.e. UIF, SARS
- Assistance with Adcock HR related tasks

Knowledge / Experience / Skills:

- Experience in bookkeeping, implementing and maintaining effective systems, processes and controls
- Experience with cash management and controls
- Able to plan for and prioritize multiple deliverables
- Working knowledge of Pastel and VIP
- Working knowledge of Microsoft Office
- Strong interpersonal skills

Qualifications:

- Minimum matric leavers certificate
- Tertiary training including administration (eg B.Com) would be an advantage

Competencies / Behaviours:

- Pro-active approach to task management
- Takes initiative
- Problem solving
- Acts with integrity at all times
- Good communicator
- Time management and prioritization

Other:

- Attends and is (or becomes) a member of Bryanston Bible Church

Reporting to:

- Operations Director – Bryanston Bible Church

Working hours:

- Twenty (20) hour working week Monday to Friday, although some flexibility is required due to possible weekend and evening events