



All Peoples Church

& World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | contact@apcwo.org | www.apcwo.org

SENIOR ACCOUNTANT

SUMMARY

You will be responsible for ensuring APC's financial matters are maintained in perfect order with impeccable integrity. Execute all accounting functions to maintain APC's financial health and ensure proper usage of donor contributions for the extension of God's Kingdom through the work and ministries of APC.

VISION

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfil their God appointed purpose. You will serve in fulfilling this vision among the local church community.

SCOPE

This will cover accounting of APC's operations from Bangalore, and across all its ministries across India.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

ROLE DESCRIPTION

The responsibilities of the Senior Accountant role include but are not limited to the following:

1. Develop and maintain the cost accounting system, documents, and records of the organization.
2. Compiling, analyzing, and reporting financial data.
3. Maintaining accurate financial records.
4. Ensure vendor payments, PF payments, TDS payments, Professional Tax payments are made on time.
5. Coordinating with audit and external accounting firms for compliances.
6. Ensure all accounting activities and internal audits comply with financial regulations.
7. Coordinate with Banks to ensure smooth transfers of salary, rents, and other related payments.
8. Track payments to internal and external personnel/entities.
9. Work closely with internal administration to ensure all purchases are being done on timely manner.
10. Coordinate with ministry leaders during events, for registration amounts and advance payments.
11. Ensure all cheques, challans are prepared on timely manner for payments.
12. Ensure Church offerings are counted on time and deposited to Banks on timely manner.



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13. Ensure reimbursements are done on time to staff.
14. Ensure all vendor service agreements are signed before disbursement.
15. Ensure all approvals are received before any disbursement.
16. Ensure timely reports are reviewed and sent to the management.
17. Draw the monthly cash flow and report to management.
18. Develop financial strategies for the organization.
19. Prepare overall annual budget forecasts, allocate resources, manage cash flow.
20. Evaluate, revise, and approve budgets for various ministries at APC.
21. Conduct review and cost analyses of programs, events, projects, and ministries.
22. Monitoring spending and budgets.
23. Prepare internal cost audits.
24. Recommend cost-reducing solutions.
25. Build and supervise team of accountants and accounting support staff.
26. Develop secure procedures to maintain confidential information.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- BSc/BA in Accounting, Finance, or relevant field (master's degree in finance or relevant field preferred).
- Preference to someone with a financial professional degree like CA, ICWA, CFA, CFP, FRM, ACCA.
- 7+ years of professional experience including leading a team of accounts payable, receivables, internal audits and reporting functions, with in-depth understanding of cash flow management, bank reconciliation and bookkeeping. Hands-on experience with budgeting and risk management. Experience in managing internal audits in consultation with external auditors and stake holders from the board.
- Expertise in publishing financial reports and analysis including ability to draft budgets and establish budget controls.

KNOWLEDGE & SKILLS REQUIREMENTS

- Proficiency in accounting software (TallyPrime).
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.).
- Excellent knowledge of data analysis and forecasting models.
- Solid analytical and decision-making skills.
- Leadership abilities.
- Detail-oriented.

ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
 - Being able to work under pressure and meet deadlines.
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- Willingness to work long hours when required.

OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC.

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness. For more information about All Peoples Church & World Outreach, please visit: apcwo.org

Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!