



JOB DESCRIPTION

Job Title: Charity and Community Accountant
Salary: £26,000
Location: Burlington House, Waterloo (hybrid working considered after initial probationary period).
Hours: 28 hours (4 days per week)
Accountable to: Finance Manager

Job Purpose:

To deliver a high quality, community accountancy and payroll service, supporting and strengthening financial management and practice in the VCF Sector (Voluntary Community & Faith organisations).

Main Duties and Responsibilities:

- Provide a complete bookkeeping, accountancy and payroll service to our clients (VCF organisations), particularly independent examinations that ensure compliance with legal requirements of SORP (Charity Commission, Companies House and HMRC).
- Maintain an up-to-date knowledge of current accounting issues, to ensure statutory requirements are met.
- Support and advise VCF clients to develop and implement good practice in relation to the financial management and control of their organisations, ensuring they both understand and comply with, relevant accounting and charity legislation.
- Provide basic guidance to clients on key aspects of financial management, such as budgeting and project costing.
- Process payroll and ensure pension and PAYE returns are completed for our clients.
- Make appropriate returns to HMRC
- Participate in training and information briefings and maintain an up-to-date knowledge of the VCF sector.

- To be familiar with and comply with all organisational and operational policies, procedures, protocols and guidelines especially data protection and confidentiality.
- Attend supervision sessions and staff meetings.
- Carry out occasional other duties as agreed within supervision to develop the aims of VCF.
- Undertake personal training as may be required to keep up to date and fulfil the professional requirements identified for this job description.
- To have a collaborative and flexible approach to work undertaken by Sefton CVS.
- Contribute to the development of Sefton CVS.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.



Sefton CVS actively welcome people from LGBTIQA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Living Wage Accreditation

In 2022, Sefton CVS were accredited as a Living Wage Employer in recognition of our commitment to ensure that all staff receive a Real Living Wage.



Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.





PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

Specific Requirements to this post

- At least two years' paid or unpaid work experience in accountancy
- Min 2 years' experience of preparing and managing charity accounts
- Experience of preparing management accounts
- Preparing and reviewing budgets.
- Experience of using Accounts software e.g. Quickbooks and SAGE
- Experience of payroll

Desirable Requirements to this post

- Recognised accountancy qualification (e.g AAT; ACCA; ACA; CIMA or equivalent)
- Excellent numeracy and financial awareness.
- Knowledge of computer-based accounting systems.
- Able to be self-supporting in the use of computers - word processing, email, spreadsheets and databases.
- Good general computer literacy with a good knowledge of the Windows environment and its applications, especially Word and Excel.
- Administrative skills – able to develop and maintain good administrative systems, particularly information systems.
- Ability to cope with a busy and varied workload, meeting tight deadlines.
- Ability to access and assess information to produce objective and informed reports.
- Interpersonal skills – excellent and effective communication skills (face-to-face, telephone, writing skills); able to relate to a wide range of people from differing backgrounds, cultures and professions

Common Requirements for all Sefton CVS posts – *you must meet all of the below requirements*.

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.