

JOB DESCRIPTION: Community Accountant

Job Purpose:

- To provide accountancy support and advice to a wide range of voluntary and community organisations, to enable them to comply with all legal and charitable requirements
- To deliver training and support to voluntary and community sector organisations
- To carry out Independent Examinations
- To work with the Chief Executive to develop and grow the community accountancy service in order to generate income for SCVS

Reporting to: Chief Executive

Responsible for: Accountancy Apprentice, Volunteers

Salary: £33,500.00 (pro-rata 21 hours)

Hours: 21 hours per week

Location: The Community Accountancy Service is based in Sutton but also works in Merton and some other South London Boroughs. You may be required to travel to client's offices across this area on an occasional basis for site visits and meetings.

Job Description - Main Responsibilities:

Independent Examinations

Undertake the development and maintenance of a marketable package to offer Independent Examinations on behalf of voluntary and community organisations, liaising with external accountants/auditors as required.

Financial Management for Voluntary and Community Organisations

Develop a marketable package to provide an end of year accounts function for voluntary and community organisations, liaising with external accountants/auditors as required

Support and advise voluntary and community organisations to develop and implement good practice in relation to financial governance arrangements, financial management and financial control of their organisations, ensuring they both understand and comply with relevant accounting and charity legislation

Support and advise voluntary and community organisations to select appropriate software packages to meet their needs and effectively use computerised accounts systems, particularly Sage and Quickbooks and where appropriate Excel spreadsheets

Provide training to voluntary and community organisations – one to one, workshops and training courses – on all aspects of charity financial management and financial control

Service Development

Work with the business development staff at SCVS to develop and market the community accountancy service, and to set and achieve income generation targets.

Actively develop the community accountancy service introducing improvements and efficiencies in both the running and promotion/marketing of the service.

General

Keep accurate, up to date monitoring records relating to work delivered, time spent, outcomes achieved and income generated.

Keep up to date with changes in accounting practice and charity law and ensure this information is shared with local voluntary and community organisations through SCVS communications systems.

Be an active member of the SCVS Staff Team and attend all relevant meetings.

Receive and participate in supervision and training as deemed necessary and in line with SCVS policies.

Operate within and promote SCVS's policies in areas of Equal Opportunities, Health and Safety and Customer Care.

PERSON SPECIFICATION

POSITION: Community Accountant

BASED: SCVS, Granfers Community Centre, 73-79 Oakhill Road, Sutton SM1 3AA

HOURS: 21 hours per week

Skills, Abilities and Knowledge

1. Extensive knowledge, skills and abilities in relation to accountancy services and good financial management practice in small organisations/charities.
2. Excellent knowledge of accountancy software packages - in particular Excel, Sage Accounts and QuickBooks - and the skills to use them.
3. The ability to support and advise a wide range of people to manage budgets and accounts, and implement good financial practice within small organisations/charities.
4. Skills and knowledge to design, deliver and evaluate training sessions.
5. The ability to clearly communicate technical information to a wide range of people, many of whom do not have an accounting knowledge or background.
6. Skills and knowledge to carry out independent examinations and produce end of year accounts.
7. Well-developed organisational skills with experience of planning and prioritising workloads and managing deadlines.
8. The ability to effectively monitor and evaluate work delivered.
9. Able to work well both within a small team and independently.
10. Business development and income generation skills.

Experience/Qualifications

11. A recognized accountancy qualification such as AAT, ACA, ACCA, CIMA
12. Experience of at least three of the following:
 - Setting up computerized financial systems
 - Preparing budgets and management accounts
 - Dealing with VAT and HMRC returns
 - Creating Cash flow forecasts
 - Producing Year End accounts
 - Establishing internal control processes
13. Experience of auditing small organisations and ability to carry out and oversee Independent Examinations.

14. Experience of working sympathetically to develop and support other people to enable them to perform their particular role
15. Experience of business development and marketing would be an advantage.