

## **JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Accountant
<b>Line Manager:</b>	Finance Manager
<b>Professionally Accountable to:</b>	Finance Manager
<b>Hours of Work:</b>	18 hours per week (over 3 or 4 days – can be flexible)

### **JOB PURPOSE**

The main purposes of this role is:

- To assist the Finance Manager with month-end accounts production
- To process cash related transactions on an accurate and timely basis
- To check and upload shop takings on an accurate and timely basis
- To provide cover for purchase and sales ledger as required

### **RESPONSIBILITIES**

- Production and processing of month-end/ad-hoc journals to ensure all transactions are recorded accurately in the accounts.
- Processing month-end payroll journal and any associated payroll recharges accurately to each department.
- Bank transactions (other than sales, purchase ledger and shop income) correctly recorded onto the accounting system in a timely and accurate manner.
- Reconciling transactions recorded through our Donor management system back to the relevant banking and posting onto the accounting system.
- Reconciling daily reports from shop takings system back to bank account for both cash and card transactions.
- Uploading shop takings system reports to the accounting system.
- Reconciling and filing month-end retail paperwork.
- Preparing and posting Income Accruals.
- Online trading sales reconciliation and posting to the accounting system.
- Assist the Finance Manager in preparation of quarterly forecasts.
- Assist the Finance Manager in preparation of annual budgets.
- Assist the Finance Manager in statutory accounts preparation.
- Provide cover, as required, on month-end accruals and pre-payments
- Provide cover, as required, on balance sheet control reconciliations.
- Provide cover, as required, on month-end finance pack production.
- Provide cover, as required, on sales and purchase ledger including payment processing.
- Work as part of a team to ensure monthly tasks are carried out to meet deadlines.
- Document and keep up to date all procedures, process and other working practises.
- Undertake ad-hoc projects as directed by the Finance Manager.

## **ADDITIONAL JOB FACTS**

- Support any areas of the Hospice where workload dictates or expertise is required.
- Participate in regular Finance team meetings.
- Monitor and record workload and priorities.
- Maintain clear documentation and provide reports as required.
- Work unsociable hours if a task demands it (with suitable notice).
- Promote the work of the Hospice where possible.
- Proactively promote the Finance team's agenda for excellent financial governance across the organisation.
- Undertake continuous professional development.

## **GENERAL**

- Keep informed as to sector-wide developments and sector best practice, attending internal and external meetings, training and conferences where appropriate
- Keep up to date on legal and regulatory requirements as related to the position, so as to safeguard Weston Hospicecare, our employees, volunteers and event participants.
- To undertake any other duties considered to fall within the scope of the position as directed by the line manager from time-to-time.

## **PROFESSIONAL RESPONSIBILITIES**

- To maintain data/information confidentiality.
- To work within the policies, procedures and guidelines of Weston Hospicecare.
- To be familiar with fire, emergency and safety regulations, ensuring participation in drills and attendance at statutory updates.
- To maintain good working relationships with all members of the hospice staff and volunteers.

## **EDUCATIONAL RESPONSIBILITIES**

- To participate in the orientation and development of new staff members and volunteers.
- To maintain and extend personal knowledge and expertise in all aspects of the role and to share information.
- To attend all statutory and mandatory training as required, and elective training as mutually agreed between employee and line manager.

## **HEALTH AND SAFETY**

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

- To take all reasonable care of themselves and others at work.
- To cooperate with Weston Hospicecare as fully as necessary to enable its management to fulfil their legal obligations towards the health and safety of all personnel and equipment.
- Not to intentionally or recklessly interfere with anything provided for health and safety or welfare at work, including personal protective equipment.

## **DATA PROTECTION**

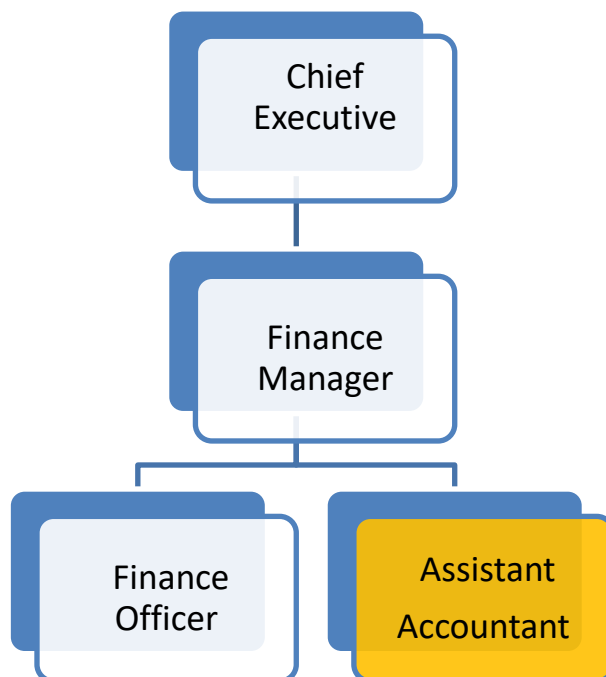
Weston Hospicecare complies with the Data Protection Act 1998 and the General Data Protection Regulations 2018, as provided for in our Information Governance policy and related policies and procedures. Adherence to, and compliance with, these are mandatory for all staff. Breaches will result in disciplinary action up to and including dismissal, dependent on circumstances.

## SCOPE OF JOB DESCRIPTION

This job description reflects the requirements and objectives of this post. It may not be an exhaustive list of the duties and responsibilities, but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

This job description is subject to periodic review and amendment.

## ORGANISATIONAL CHART



**PERSON SPECIFICATION**

<b><u>Assistant Accountant</u></b>		
<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>How Evidenced &amp; Assessed</b>
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>▪ AAT qualification (Level 3 or above) or equivalent experience</li> <li>▪ Good working knowledge of Microsoft Office products (especially Excel)</li> <li>▪ Knowledge of Sage accounting packages</li> </ul>	E E D	A A/I A/I
<b>Knowledge, Skills and Experience</b>		
<ul style="list-style-type: none"> <li>▪ Application of financial controls and reconciliation processes</li> <li>▪ Highly numerate</li> <li>▪ Responsible, diligent &amp; attentive to detail; follow through on queries and issues</li> <li>▪ Ability to recognise and resolve problems quickly and efficiently</li> <li>▪ Proven experience in similar role in a small to medium sized company/charity</li> <li>▪ Proactively look for improvements in all areas of responsibility</li> </ul>	E E E E D D	A/I A/I A/I I A/I A/I
<b>Communication and people skills</b>		
<ul style="list-style-type: none"> <li>▪ Ability to communicate confidently with all members of staff/suppliers/customers, at all levels of financial ability, in a clear manner</li> <li>▪ Ability to produce and deliver reporting and analysis to the charity's management in a variety of ways (written/verbal)</li> <li>▪ Approachable and friendly</li> </ul>	E E E	A/I A/I I
<b>Organisational Skills</b>		
<ul style="list-style-type: none"> <li>▪ Ability to plan and prioritise own workload to ensure timelines, deadlines &amp; targets are met</li> <li>▪ Work well under pressure</li> <li>▪ Work with conflicting priorities &amp; demands</li> </ul>	E E E	A/I I A/I
<b>Special Knowledge</b>		
<ul style="list-style-type: none"> <li>▪ Exposure to VAT</li> </ul>	D	
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>▪ Ability to work effectively under pressure, on own initiative and with minimal supervision</li> <li>▪ Smart and professional appearance</li> <li>▪ Commitment and sympathy with the aims of the hospice movement</li> <li>▪ Professional, creative and thorough</li> </ul>	E E E E	A/I I I I

▪ Meticulous attention to detail	E	I
▪ Flexible approach to working hours	E	I
▪ Ability to work as part of a team	E	A/I
▪ Calm approach	E	I
▪ Sense of humour	D	I
▪ Desire to develop the role and personally	D	A/I
▪ Positive in attitude towards equal opportunities and working in a multicultural environment	E	A/I

**Key**

E Essential  
D Desirable

**How Evidenced**

A Application  
I Interview