

## **JOB DESCRIPTION**

**Job Title:** Accountant

**Reporting to:** Head of Support Services / Director of Children's Services

### **Overall Job Purpose**

To be responsible for the management of the Finance function. The postholder will be required to work with all departments providing a service which will support the organisations as they expand, to establish themselves at the forefront of residential childcare, foster care and education. The postholder will be responsible for the development and maintenance of financial systems and processes, maintaining and developing relationships with external contacts including auditors, bankers, solicitors and HMRC. Providing insightful information and expectations to Directors and senior management team, the postholder will aid in long-term and short-term decision-making, therefore excellent communications skills are essential.

### **Key Responsibilities**

Manage the financial operations within the organisations, including:

- Cashflow;
- Purchase Ledger;
- Sales Ledger;
- Bank Reconciliation;
- Payroll;
- Pensions;
- SOLDO recording and reconciliation;
- Credit card reconciliation;
- Maintenance of fixed assets and disposal register;
- Maintenance of children's savings and clothing balances;
- Budget preparation;
- Manage, co-ordinate and develop monthly reporting, budgeting and forecasting processes;
- Reconciliations including Balance Sheet and Profit and Loss;
- Production of management accounts;
- Analysis of management accounts, including monthly presentation to Board;
- Manage month-end and year-end activities;
- Contribute to new and ongoing tender processes and fundraising bids;
- Develop and maintain financial policies and procedures for the organisations;
- Understand and adhere to financial regulations and legislation.

## **Skills and Qualifications**

- Degree in Accountancy, qualified with a recognised qualification or qualified by experience;
- Extensive experience of Google, Microsoft, Sage Line 50 and Sage Payroll;
- Excellent communications skills;
- Demonstrate a strong work ethic;
- Have the ability to work in changing circumstances and embrace new ideas;
- Able to work well under pressure and to work to tight deadlines;
- Inspire trust and be discreet and be tactful when handling confidential information;
- Experience of budget management and working with budget holders.

## **Person Specification**

- Solid communications skills, both written and verbal.
- Sound understanding of business principles and practices.
- Superior attention to detail.
- Analytical thinking skills.
- Problem-solving skills.
- Solution-focussed approach.

## **Employment Checks**

- Protection of Vulnerable Groups (PVG) membership – Enhanced level.
- Two satisfactory references, one of whom from a current employer.
- Full, clean UK driving licence.