

## Assistant Accountant job pack

<b>Title</b>	Assistant Accountant
<b>Hours</b>	37 hours per week
<b>Salary</b>	£28,000 to £30,000 per annum, depending on experience
<b>Accountable to</b>	Management Accountant
<b>Responsible for</b>	No direct line management of staff
<b>Based</b>	Hybrid working with days to be worked in the office and at home as agreed with line manager.

### About Caring Together Charity

Our vision is a world with no unpaid carer in crisis, isolated or struggling alone.

Three in five of us will become a carer at some point in our lives. Caring Together is an ambitious regional charity that provides emotional and practical support, information and advice to carers of all ages and their families, as well as opportunities to take a break from their caring role.

### About the role

Working as part of the finance team in a wide-ranging role, with defined responsibilities for purchase ledger, sales invoicing and bank reconciliation; some payroll cover (full training provided) and accounts to trial balance.

Working in a small team and you will be expected to cover absence for other finance team roles. Training, coaching and guidance will be provided in a supportive environment.

Over the last four years Caring Together Charity has replaced all of its main systems - planning, Customer Relationship Management (CRM), Accounts, HR – to 'best of breed' solutions. We now use the following systems:

- Accounts: Microsoft Dynamics Business Central.
- Care rostering database: People Planner (Access). This is used for scheduling staff time to clients and for generating invoices and payroll, with data imported into Dynamics Business Central.
- CRM: Salesforce. Experience of this system is not essential; training will be provided with the aim that you become proficient so you can thrive in your role.
- Microsoft Office 365, especially Excel, with some Word and Outlook. Competence in Excel is essential.

## Key accountabilities of the role

1. To post purchase invoices and ensure payment to suppliers is made on a timely basis, to complete bank reconciliations, some sales invoicing, cover payroll occasionally and keep up to date on the payroll meantime by undertaking parts of the payroll on a rolling basis; prepare information for month end reporting.
2. To assist with ad-hoc requests from the Management Accountant and Finance Director.
3. To help the company operate an efficient financial accounting and management information reporting system which complies with statutory and external and internal Quality Assurance standards.
4. To enter purchase invoices onto Dynamics Business Central, with correct departmental and VAT codings.
5. To raise purchase ledger and ad hoc payments to suppliers through Lloyds online banking.
6. To prepare bank reconciliations.
7. To raise sales invoices for clients and local authorities and answer invoice queries.
8. To report informally when asked, to budget holders on their expenditure.
9. To work on one or both of our payrolls to provide cover for our payroll officer.
10. To assist with preparing information for month end reporting including accruals, prepayments, accrued income, VAT.
11. To provide holiday cover for other members of the team, including:
12. Prepare banking (cash and cheques), issue receipts and post to the accounts system (Business Central).
13. Raise direct debit collection and post receipts.
14. To work closely with the Management Accountant and Finance team to compile and maintain accurate financial records of the company in preparation for audit or inspection, and liaison with the external auditors.
15. To follow the Caring Together Charity Code of Conduct and work within the philosophy and policies of the organisation, including Equal Opportunity and confidentiality, at all times.
16. To attend regular supervision and any relevant study days, seminars and courses as determined by the organization, in relation to personal development.
17. To contribute to team meetings.
18. To undertake any other duties commensurate with the post holder's grade, as requested by the Director of Finance and Resources or Chief Executive.
19. To travel to other locations/offices on occasions as required.
20. To promote Caring Together Charity's services within the community.

Caring Together Charity is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

We require all employees to undergo a Disclosure and Barring Service (DBS) check proportionate to the position they hold. The DBS check will be renewed every three years.

## Assistant Accountant

### Person specification

Requirements	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A minimum of two years in a similar role.</li></ul>	<ul style="list-style-type: none"><li>• Active studier or part qualified.</li></ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"><li>• Proven experience of purchase ledger and sales invoicing.</li><li>• Highly organised with good attention to detail.</li><li>• Knowledge and understanding of Excel and Microsoft Office.</li><li>• Experience of engaging with a range of customers and stakeholders.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience using Microsoft Dynamics Business Central.</li><li>• Previous experience using People Planner (Access).</li><li>• Previous experience using Salesforce (CRM).</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Ability to multitask.</li><li>• Strong communication both written and verbal.</li><li>• Ability to build effective relationships with customers and stakeholders.</li><li>• Excel competence.</li></ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Positive.</li><li>• Works well as part of a team.</li><li>• Ability to work under pressure and cope with change, and conflicting priorities.</li><li>• Flexibility to work on new tasks.</li><li>• Desire to develop.</li></ul>	

## **Application and recruitment process**

<b>Closing date</b>	The closing date for this post is 5.00pm on 17 January 2025.
<b>Interview</b>	It is anticipated that interviews for this post will take place from 24 January 2025.
<b>Start date</b>	The post is available immediately, on a full time, permanent basis.
<b>Referees</b>	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
<b>Proof of qualifications</b>	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
<b>Terms and conditions</b>	Full details of the terms and conditions of employment will be made available to the successful candidate.
<b>Annual leave</b>	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
<b>Pension</b>	Caring Together Charity comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
<b>Entitlement to work</b>	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
<b>Working hours</b>	Normal working hours are between 9.00am and 5.00pm, however, Caring Together Charity is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager.
<b>Benefits</b>	Full details of the benefits of employment will be made available to the successful candidate.