

## JOB DESCRIPTION

**Post: Financial Accountant**

**Remuneration:** £28,463 per annum (Pro rata 0.6 FTE actual £17,077)

**Contract:** Permanent, subject to funding

**Hours:** 22.5 hours per week over 3 days (Flexi-time system in operation)

**Location:** Dementia Adventure, Old Park Farm, Ford End, Essex, CM3 1LN

**Responsible to:** Head of Operations

**Purpose:** To analyse, manage and report the growing income and expenditure at Dementia Adventure, ensuring we are financially sustainable and that we have robust, effective and efficient systems and financial practices in place, which meet our needs and the requirements of trustees, regulators, customers, donors and funders and are in support of Dementia Adventure's charitable mission and objectives. Working in support of the Chief Executive Officer and Head of Operations and within a framework agreed by trustees.

**Benefits Package:** 25 days paid holiday pro-rata, rising by one extra day per 12 months of employment up to a maximum of 30 days. Flexible working arrangements, contributory work-based pension scheme. We also offer a wider range of other staff-related benefits.

### **Main Duties and Responsibilities:**

1. Manage accounts payable and accounts receivable process, ensuring that all suppliers and partners are paid promptly within agreed terms and in line with organisation policies and procedures. Support client and supplier onboarding
2. Manage purchase and sales ledgers
3. Prepare monthly management accounts and other quarterly financial reports for board meetings
4. Perform bank reconciliations and transfers and reconcile all figures on Xero
5. Prepare payroll, ensure HMRC submissions and payments and submit information to

the pension provider. Prepare month-end salary journals

6. Prepare and submit all monthly, quarterly and annual returns and payments; VAT and PAYE
7. Prepare budgets, financial forecasts and cash flows and provide regular updates of same as required by the Senior Management Team, Finance sub-committee and the Board
8. Prepare, manage and keep up to date project-related budgets, restricted and ring-fenced budgets and spend for respective funders
9. Assist with Month-end and Year-End preparation
10. Maintain the fixed asset register
11. Carry out the role in a way that supports the ethos and the policies of the charity
12. Carry out all reasonable tasks and general admin, consistent with the post, that will aid the smooth running of DA.

## PERSON SPECIFICATION

**Ideal Candidate:** Qualified by experience or qualified CIMA / ACCA / ACA accountant with at least 2-3 years' work experience within a comparable commercial organisation

The post holder should be able to demonstrate that they have **skills** and **experience** in the following areas:

### Job Skills & Experience

- An understanding of charitable organisations and the regulations and law associated with charity finance
- Strong practical experience in financial reporting, forecasting, cash flow management, budgeting and controls
- Excellent maths and computer skills, particularly with Excel and Xero accounting software
- Analytical and logical problem-solving skills

- A 'solutions-focused' approach
- A good understanding of business and charity accounts
- 2-3 years' experience in a similar role for an organisation of similar or larger size and turnover

### **Communication Skills**

- Able to prepare and present both written and verbal reports, to an excellent standard
- Able to build strong working relationship across a wide range of individuals and groups

### **Interpersonal Skills**

- Honesty, integrity and discretion
- Ability to demonstrate personal drive and commitment to work

### **Organisational Skills**

- Able to work independently with a high degree of accuracy and efficiency
- Proven time management skills and ability to prioritise workload and meet tight deadlines

### **Team Working**

- Able to maintain and develop a team working approach within Dementia Adventure

### **Information & Communication Technology Skills**

- High standard of experience in using all word-processor, database, and spreadsheet programmes as well as Xero accounting software, Google services, also CRM systems

### **Equal Opportunities & Diversity**

- Demonstrable commitment to the principles of equal opportunities and diversity
- Aware of and sensitive to the needs and issues faced by people living with dementia and their carers

### **Monitoring and Evaluation**

- Able to help effectively gather and collate monitoring data for Social Impact Reporting.

Dementia Adventure is committed to equality and diversity and encourages applications from all sections of the community. The job holder will need to provide evidence of their ability to work in the UK.

### **How to apply:**

If you would like to apply for this post, please forward:

- A letter of application demonstrating how you meet the criteria outlined in the Job Description and Person Specification and why you are interested in working for Dementia Adventure
- An up to date CV outlining your employment history, academic and professional qualifications and contact details