

## Assistant accountant job pack

<b>Title</b>	Assistant accountant
<b>Hours</b>	37 hours per week
<b>Salary</b>	£25,000 to £30,000 per annum FTE (37 hours per week) depending on experience
<b>Accountable to</b>	Management accountant
<b>Responsible for</b>	No direct line management of staff
<b>Based</b>	Hybrid working, part home-based

### About Caring Together

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

Our vision is of a world where carers have choices.

Caring Together has recently invested in upgrading all our main systems, and in January we moved to a new high quality head office in St Ives. There is free parking available, and we are very close to local facilities (such as supermarkets). We also have a lovely large kitchen for our use, that gives us a great area to collaborate and train, and this supplements our home working.

### About the role

You will be 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.

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

### Key accountabilities of the role:

- To post purchase invoices and ensure payment to suppliers is made on a timely basis
- To complete bank reconciliations.
- Occasional sales invoicing.

- Occasionally covering payroll and undertaking routine parts of the payroll on a regular basis.
- Prepare information for month end reporting.
- To assist with ad-hoc requests from the finance manager and finance director.
- 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.

## **Finance**

Over the last two years Caring Together has replaced all its main systems - planning, 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 these system is not a pre-requisite; training will be provided with the aim that you become proficient so you can thrive in your role.

- Microsoft Office 2010, especially Excel, with some Word and Outlook. Competence in Excel is a pre-requirement.
- To enter purchase invoices onto Dynamics Business Central, with correct departmental and VAT codings.
- To raise purchase ledger and ad hoc payments to suppliers through Lloyds online banking.
- To prepare bank reconciliations.
- To raise sales invoices for clients and local authorities and answer invoice queries.
- To report informally when asked, to budget holders on their expenditure.
- To work on one or both of our payrolls to provide cover for our payroll officer.
- To assist with preparing information for month end reporting including accruals, prepayments, accrued income, VAT.
- To provide holiday cover for other members of the team, including:
  - Prepare banking (cash and cheques), issue receipts and post to the Accounts system (Business Central).
  - Raise direct debit collection and post receipts.
  - Take card payments over the phone.
- To work closely with the finance manager and finance team to compile and maintain accurate financial records of the company in preparation for audit or inspection and liaison with accountants and auditors.

## **Other**

- To follow the Caring Together Code of Conduct and work within the philosophy and policies of the organisation, including Equal Opportunity and confidentiality, at all times.
- To attend regular supervision and any relevant study days, seminars and courses as determined by the organization, in relation to personal development.
- To contribute to team meetings.

- To undertake any other duties commensurate with the post holder's grade, as requested by the director of finance and resources or CEO.
- To travel to other locations/offices on occasions as required.
- To positively promote Caring Together within the community.

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

We are an equal opportunities employer.

### Person specification

<b>Requirements</b>	
<b>Qualifications</b>	<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, sales invoicing, accounts to trial balance</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>
<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 and interview</b>	Please note this is being run as a rolling recruitment process. We will be assessing applications, shortlisting, and offering interviews as the applications are received. The job will close once a candidate has been appointed.
<b>Start date</b>	The post is available immediately, on a fulltime, permanent basis.
<b>Proof of qualifications</b>	The successful candidate will be asked to provide original certificates of 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>	25 days annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our terms and conditions.
<b>Pension</b>	Caring Together complies 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 09:00-17:00, however Caring Together are committed to ensuring a work life balance for our employees as well as support for our employees who may have priorities such as caring or other family commitments. Flexible working patterns may be considered provided that the needs and objectives of the charity and the successful candidate can be met.
<b>Benefits</b>	<p>Full details of the benefits of employment will made available to the successful candidate, to include:</p> <p>For a successful candidate who wishes to study for agreed accounting qualifications, we will pay essential costs of exams and books, and provide exam leave.</p> <p>Free car parking at the company head office.</p> <p>Hybrid working, with some attendance at company locations.</p>