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## Job Description-217

Title:	Community Accountant
Hours of work:	30 per week (job share available)
Salary:	£28,013 - £30,303 FTE
Responsible to:	Head of Community Accountancy

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### Job Purpose

To assist the Head of Community Accountancy to provide a range of finance services to support Voluntary, Community and social enterprise organisations

### Main Duties

1. To provide bookkeeping services for external organisations, including keeping financial records using QuickBooks accounting software, bank reconciliation, maintaining filing systems for individual clients & producing management reports/information as required
2. To support the Payroll Officer in the production of monthly payrolls, HMRC returns and Pension Provider submissions
3. To complete year end accounts services and Independent examinations.
4. To assist in the provision of finance training & support
5. To provide administration support to the Community Accountancy & Payroll Service
6. To maintain client confidentiality at all times
7. To Adhere to all policies of BCVS Services
8. To attend training when required
9. To be aware of the needs of clients and to act courteously at all times
10. To apply basic accounting knowledge and techniques to all areas of work
11. To act as an effective team member and promote mutual respect amongst colleagues
12. To undertake any other reasonable duties commensurate with the post

## Person Specification – Community Accountant

Criteria	Essential	Desirable
<ul style="list-style-type: none"> <li>• Skills</li> <li>• Knowledge</li> <li>• Abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of accountancy software</li> <li>• Knowledge and experience of spreadsheets</li> <li>• An understanding of the voluntary and community sector</li> <li>• Highly skilled in using IT packages, including all Microsoft Office applications particularly Word and Excel</li> <li>• Knowledge of Money laundering regulations and requirements</li> <li>• Organisational and time management skills, with the ability to work to deadlines</li> <li>• Excellent communication skills</li> <li>• Ability to work to a high degree of accuracy, with attention to detail</li> <li>• Ability to develop working relationships with people from different organisations and different sectors</li> <li>• Minimum of 2 year's experience in a finance related role</li> <li>• Experience of general administration duties</li> </ul>	<ul style="list-style-type: none"> <li>• Quickbooks and SAGE experience</li> <li>• Experience of payroll processing</li> <li>• Experience in the field of charity accounting, including knowledge of the Charities SORP and accounting for smaller charities</li> <li>• Knowledge of the VCSE sector</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Good educational standard, including English &amp; Maths</li> <li>• Accountancy or finance related qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• AAT, CIMA or equivalent</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Committed to good practice in equality &amp; diversity matters</li> <li>• Have a welcoming manner and the ability to put visitors at their ease</li> <li>• Awareness of the importance of GDPR compliance</li> <li>• Demonstrates a commitment to equal opportunities/non-discriminatory work practices through personal and professional conduct</li> <li>• Enthusiastic approach to work</li> <li>• Works effectively as part of a team, as well as using own initiative</li> <li>• Flexible approach to work</li> <li>• Commitment to personal development and training</li> </ul>	

I have read and understand the above job description and person specification and fully understand my roles and responsibilities within the company. I will raise any concerns of training needs with my line manager.

Name	
Signature	
Date	