

## Job Description:

### Assistant Accountant

TOYNBEE  
HALL



<b>Job title</b>	Assistant Accountant	<b>Location</b>	Office based / Hybrid
<b>Department</b>	Finance	<b>Length of contract</b>	Permanent
<b>Outreach Work Required</b>	N	<b>Safeguarding level</b>	TBC
<b>Reporting to</b>	Financial Controller	<b>Direct reports</b>	

### About Toynbee Hall

Based in the East End of London since 1884, Toynbee Hall is a charity working alongside people facing poverty, injustice, and inequality to build a fairer East London. We provide vital advice and support, working in partnership to tackle unfairness and ensure everyone has an equal chance to thrive.

### Department background

The finance team manage the finances and budgets of Toynbee Hall and Toynbee Hall Trading including the following responsibilities:

- Budgeting, forecasting and management accounts
- Financial accounting including annual reporting and tax
- Financial transactions including sales and purchase ledger, treasury and payroll
- The team comprises of Finance Director and Operations, Financial Controller and Finance Officer.

### How we work

Our values are Inclusive, Courageous and Empowering and we expect everyone who works with us to work in a way that aligns with these values and to do their utmost to deliver our strategic objectives according to their role.

### Job Purpose:

To process sales and purchase ledger transactions, ensure that the organisations financial transactions are properly recorded and that there is strong financial control.

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#### Responsibilities and Accountabilities:

Process financial transactions, including:

- Raise Venue Hire sales invoices
- Post purchase invoices into SAGE
- Analyse, follow up and post credit card payments
- Maintain journal log book
- Raise and process intercompany invoices

Help maintain good financial controls, including:

- Bank reconciliations
- Credit control
- Manage petty cash facilities & check operation of imprest system
- Assist in the production of quarterly VAT returns for review by line manager in accordance with company procedures

Assist with the financial reporting of the organisation, including:

- Assist in the month end process
  - Process monthly journals
  - Calculate and process accruals and prepayments
- Provide financial information to budget holders
- Produce ad hoc and regular financial reports, as required
- Assist with the production of the annual statutory accounts

Assist with administration and the general functioning of the Finance Department:

- Attend staff and team meetings
- Manage systems administration by keeping the information on the company's systems, including SAGE and supporting the Financial Controller as required
- Deal with queries from team and stakeholders

Support the annual audit process, including:

- Compilation of necessary information
- Production of supporting working papers

Provide cover for the Finance Officer role and reasonable cover for the Financial Controller.



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Perform any other tasks as reasonably required

#### Key Knowledge and Skills:

Strong accounting capability to be able to create accounting journals, accruals and prepayments.

Hands on accounts experience and proficiency with accounting systems (preferably Sage 200)

Very good Excel spreadsheet skills.

At least part qualification with CIMA/ACCA

Good analytical skills to understand financial reports Good communication skills.

#### Personal Qualities:

Able to work in a busy office environment which demands high levels of concentration while inputting, checking and making calculations whilst also responding to staff/ customer enquiries.

Be diligent and take ownership of activity outcome.

Develop an understanding of and commitment to the organisation's values, including equal opportunities and diversity.

Willingness to participate in training and other professional development activities.

Willingness to work in the sector and possess an understanding of the core values of the Charity.