JOB DESCRIPTION

Job title	Assistant accountant
Reports to	Head of Finance
Line manages	None
Department	Finance
Salary	£34,000 - £36,000
Contract	Permanent
Hours	Full-time
Work Pattern	Mon-Fri
Location	Hybrid – home based with days in Brixton and Deptford

PURPOSE OF THE ROLE

To build strong relationships within the organisation and externally to develop and provide effective finance management support to the organisation, ensuring timely and accurate completion of core tasks, the production of monthly budget holder management accounts and support with payroll and the annual statutory accounts.

Ensure compliance with all financial controls, supporting and advising on the development of controls as required and maximising efficiency. Take appropriate action to minimise the risk of fraud.

KEY RESPONSIBILITIES

1. **Provide strong internal customer service to all staff and work closely with the senior leadership team and the fundraising team** to explain finance processes, contribute to strategic discussions, reconcile fundraised income and assist with company administration
2. **Lead on monthly payroll** processing, pensions and reconciliations.
3. **Produce monthly management accounts for budget holders** and review the results with some of the budget holders to understand variances and resolve queries.
4. **Prepare gift aid claims** including retail gift aid and processing grant and donation receipts on our internal CRM database.
5. **Complete bank reconciliations** at minimum monthly (including for example: Unity, Paypal, eBay, Stripe, CAF etc) and input donation platform transactions into the finance system.
6. **Maintain the weekly cashflow** information of actual and forecast income and payments
7. **Manage the accounts payable and receivable functions** including:

a. Inputting invoices onto the finance system accurately including the correct recording of VAT and appropriate authorisation

b. Preparing BACS payment runs via online banking system, allocating invoices on the finance system, issuing remittances and managing direct debits and other regular payments.

c. Raising sales invoices as requested, ensuring appropriate VAT treatment is applied and providing credit control function.

8. **Complete month end journals** and reconciliations including accruals, prepayments, accrued income, loans and stock adjustments.
9. **Assist with annual audit and accounts preparation.** Providing samples for stock, purchase ledger, fundraised income and sales as well as assisting in providing data for the Charity Commission return.
10. **Manage the fixed asset register**
11. **Assist with grant reporting and other ad hoc tasks**

Day-to-day activities of the position

- To be an effective and responsive first point of contact both internally and externally regarding finance queries, including oversight of the accounts email inbox and office manager for the Brixton site.
- Ensure compliance with all finance policies and procedures, challenging staff (including senior management) as and when required.
- To identify and implement improvements and efficiencies in our financial management, constantly seeking to streamline our processes and make full use of automation in systems.
- Ensure accurate financial records, checking transactions are coded as per agreed definitions and appropriate documentation attached to aid future review and audit.
- Provide financial information as requested for funding reports.
- Support the effective cost management of our overhead costs, including liaising with landlords, local authorities (rates), utility providers etc as required. To include ensuring accurate billing on utilities through the provision of monthly meter readings.
- Support the Head of Finance with other key finance processes as required, including VAT returns
- To ensure that all key procedures are documented, actively maintained and readily available in case of absence.
- To develop processes to ensure efficient and effective finance operations including managing data and compliance with GDPR and Data Protection.
- To be responsible for the Health and Safety of themselves and to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained.
- To be aware, recognise, respond and report any concerns or incidents to our Safeguarding Lead in line with our safeguarding policies and procedures and help with onward referrals to further support as required.

- To carry out other duties from time to time as requested by the Head of Finance or other members of the leadership team.

PERSON SPECIFICATION

	Requirement	Essential	Desirable	Method of Assessment
Qualifications	Recognised accounting qualification (ACCA, CIMA, ACA), part-qualified as minimum	X		Eg. Application, Assessment and Interview
Previous Experience	At least 3 years' experience managing charity finance	X		Application
	Experience of payroll processing		X	Application and assessment
	Experience of preparing management accounts and holding budget holder meetings	X		Application and assessment
	Proficient using Excel, Word, Outlook. Experience working with CRM and financial management software (eg Salesforce)	X		Assessment
	Experience of using Quickbooks		X	Application and interview
Skills	Delivers high-quality work with minimal supervision and direction. Attention to detail and understanding of SORP	X		Application, assessment and interview
	Proactive in reviewing processes and building in efficiencies			Application and interview
	Excellent written and verbal and telephone communication skills and the ability to act as a central point of contact to support non-financial managers. Ability to work with colleagues at all levels and able to assist handling complex issues	X		Application and interview
Personal Qualities	Self-motivated, highly-organised and able to work in a small team to take a proactive approach	X		Application and interview
	Professional approach acting with tact, integrity and discretion at all times maintaining confidentiality	X		Application and interview
Other	Commitment to The Bike Project's values and ethos, with evidence of	X		Application and Interview

	alignment with the organisation's vision.			
	Knowledge of the refugee sector in the UK and experience of working or volunteering for a charitable organisation.		X	Application and Interview
	The right to work in the UK with immediate effect	X		Application
	Ability to work very occasional weekends and evenings and to travel nationally with notice.	x		Application