

Accounts Officer

Line manager:	Finance Manager
Location:	London, 120 New Cavendish Street, W1W 6XX
Time:	Full time (35 hours/week): minimum of 3 days/week in the office
Salary:	£33k - £37k Dependant on experience and qualifications

Main Purpose of the Role

The Finance team is a small but crucial department within Cure Parkinson's, who are responsible for the safeguarding and stewardship of supporter donations and charity funds, to maximise the amount available to invest in Parkinson's research. We work across the whole charity, collaborating with both the fundraising and research departments to manage income and expenditure. Finance is responsible for regular internal reporting as well as producing the annual accounts.

We are looking for an Accounts Officer who is highly organised and hard working with a keen eye for detail. They will have previous experience in finance roles and will be part-qualified/qualified AAT or equivalent. They will support the Finance Manager in managing the day to day financial activities of the charity and producing internal report for teams across the organisation. They will be the first point of contact for financial enquiries and will be responsible for accounts payable and receivable. They will be responsible for posting journals, producing reports and supporting in production of management accounts monthly.

THE FINANCE ASSISTANT / ACCOUNTS ASSISTANT ROLE

Reporting to the Financial Manager, you'll support the smooth running of the finance department, with responsibilities including:

- Accounts Receivable – raising invoices, customer receipts and basic credit control.
- Accounts Payable – scanning/saving, coding and posting of purchase invoices, payments.
- Processing internal expense claims.
- Supporting Credit Control activities and monitoring outstanding debtor balances
- Completing regular bank reconciliations.
- Assisting with balance sheet reconciliations and investigating variances.
- Supporting the Month-End close process and assisting with financial reporting.
- Posting and recording journals.
- Producing finance reports and analysis using Excel
- Assisting with ad hoc finance projects and process improvement initiatives
- Maintaining accurate financial records and ensuring compliance with company procedures
- Processing and banking cash and cheques received
- Working with the Data and Fundraising Officer to reconcile CRM and accounting software.

The Person

- Must have a strong work ethic with a willingness to take on difficult tasks with curiosity and positivity.
- Previous experience as a Finance Assistant, Accounts Assistant, Assistant Accountant, or similar finance role
- Part-qualified / qualified AAT or equivalent (potential support for future studies available)
- Good working knowledge of accounts payable and receivable, bank reconciliations, and Credit Control.
- Experience using accounting software (Xero is preferred but not essential)
- Excellent Excel and Microsoft Office skills
- Will be a proactive problem solver
- Excellent attention to detail and organisational skills
- Confident communication skills with the ability to build strong working relationships
- Able to manage multiple priorities and work effectively in a busy finance environment
- Discrete and comfortable with handling confidential information.

Things we all do

- Support Cure Parkinson's events and activities as required, which will include occasional evening and weekend work.
- Ensure the identification of risk, both physical and financial, relating to fundraising activities and to ensure that they follow GDPR and Data Protection regulations.
- Work with fundraising colleagues to ensure the team is up to date on administrative and financial processes.
- Work collaboratively across the organisation, providing support, advice and guidance where necessary.
- Be an effective ambassador for the charity.
- Develop an in-depth understanding of our work.
- Take on other reasonable tasks, as required.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder

Hours of work and holidays:

This is a full-time role. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time off in lieu (agreed in advance). We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

Pension scheme:

After three months you will be enrolled to Cure Parkinson's auto-enrolment pension scheme to which the charity contributes 3% in the first year increasing to a maximum of 8% after 5 years service.



Location:

Cure Parkinson's, 120 New Cavendish St, London, W1W 6XX

Diversity:

Cure Parkinson's recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.