

Finance and Corporate Services

Senior Financial Accountant

The job, in a nutshell

You will work with one other Senior Financial Accountant (SFA) assisting the Head of Financial Control and CFO with:

- The completion of timely and accurate financial statements for Group and subsidiary accounts to deadlines set by Senior Management.
- The maintenance of a controlled financial reporting environment.
- Managing the accurate handling and presentation of tax matters, specifically VAT and Corporation Tax.
- Ensuring compliance with company and charity standards related to financial reporting and tax matters.
- Assisting with the implementation of a new Finance system.

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Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Our values

- | | |
|---|---|
|  Collaborative |  Ambitious |
|  Impactful |  Inclusive |

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What you'll do for us:

Year-end Statutory accounts

- Assist in the completion of the annual Group and subsidiary statutory accounts within the timeframes agreed by Senior Management.
- Responsibility for preparation of statutory accounts for key subsidiaries and an oversight of the production of all other subsidiaries.
- Responsibility for preparation of the Group SOFA and cashflow.
- Provide a key point of contact for the external auditors, ensuring required support and information is provided in a timely and accurate fashion.
- Assist the external auditors in their role providing supplemental and supporting data and processing corrections as required.

Control environment

- Ensure all balance sheet accounts in all entities are reconciled (or fully analysed) each month to an agreed timeline and proactively manage any variances and errors.
- Responsibility for control of intercompany balances.
- Responsibility for annual pension accounting.
- Responsibility for the monthly consolidation process.
- Responsibility for accounting for investments.

Tax - VAT

- The SFAs are responsible for ensuring that VAT accounting and returns are in line with the Group's partial exemption method and submitted on an accurate and timely basis.
- Support the business with VAT queries.
- Liaise with HMRC as required.

Tax – CT

- Complete annual corporate tax computation schedules for all relevant entities as required. Liaise with the Group's tax advisers to

Location

Hybrid/London

People management

No

Division

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make appropriate corporation tax returns.

Other

- Provide data for the quarterly 'Investment Committee' paper – including updates to portfolio performance, distribution and benchmarking.
- Completion of the 'Reserves' sections of quarterly budget and forecast papers and monthly management accounts packs.
- Completion of annual papers namely a reserves paper and a going concern paper.
- To continue forward with the implementation of two projects relating to accounting changes from the new SORP/FRS102, effective from 1st April 2026. ((1) Changes to accounting of leases and (2) Changes to revenue recognition).
- The role will involve a significant amount of responding to issues as they arise.
- As a small team each SFA provides cover for the other.

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Must haves

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

Experience

- ACCA, ACA qualified A
- Experience of providing monthly/annual reporting cycles. A, I
- Experience of producing high quality financial information including statutory accounts, financial analysis and board reports. A, I
- Experience of year end external audit. A, I

Skills and knowledge

- Good charity accounting skills including an understanding of charity fund accounting and activity accounting. A, I
- Excellent MS Office skills, particularly Excel. A, I
- Able to interact at all levels and excellent communication and interpersonal skills. A, I

Personal attributes

- Works in a structured and methodical manner, deadline driven. I
- Works well in a pressured environment. I
- Proactive approach, able to work independently as well as collaborate with other members of finance and the wider business. I

Great to haves

The letters after each competency indicates at what stage in the selection process this area will be assessed.

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Experience

- Experience of using Business Central software. I
- Extensive experience of using Financial Systems. I

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- Experience of reporting tools such as Power BI would be advantageous but not essential. I

Any other details

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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