

ACCOUNTS OFFICER

PRINCIPAL RESPONSIBILITIES:

1. Responsibility for the production and integrity of management accounts
2. Oversight of client invoicing and debt collection
3. Oversight of Payroll and Expenses
4. Budget planning and forecasting for both cashflow and resources
5. Oversight of month end journals, VAT returns and balance sheet reconciliations
6. Preparing and circulating quarterly financial reports
7. Preparing and reporting annual statutory returns
8. Managing audit requirements and collation of documents for audit
9. Administration tasks and website management (training to be provided)
10. Maintain awareness of risk and deliver high quality documents
11. Attending Board and Committee meetings (daytime) as required
12. Managing multiple deadlines and prioritisation of tasks to ensure obligations are met
13. Suggest and action process improvements and efficiencies
14. Attending appropriate training courses

PROFILE OF JOB HOLDER:

A part qualified or qualified Accountant (eg AAT)

Experience of accounts preparation and accounting systems (SAGE)

Strong Excel modelling skills

Good administration and communication skills

Comfortable working within a team and contributing to its overall success

Job Type: Part-time, 20 hours per week, work pattern negotiable

Salary: £26,688.00 pa pro-rata

Job Location: Oldbury, near Thornbury, Bristol

Pension: The People's Pension, contributory scheme