

# Citizens Advice Scotland

## Accountant

### Job Description

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<b>Position:</b>	<b>Accountant</b>
<b>Term:</b>	<b>Permanent</b>
<b>Location:</b>	<b>Edinburgh</b>
<b>Responsible to:</b>	<b>Head of Finance</b>
<b>Line manager responsibility:</b>	<b>Yes</b>
<b>Budget responsibility:</b>	<b>No</b>
<b>Date last reviewed:</b>	<b>June 2018</b>

#### **Main Purpose of Job:**

To provide expert and timely financial support to Budget Holders within CAS covering all aspects of initial Funding proposals, budget compilation and monitoring, ordering and spend within online procurement, and grant claims and reconciliations.

In addition to the above, perform a central Finance role covering a wide range of functions and controls.

#### **Key Responsibilities:**

##### ***Support to Budget Holders:***

- ✚ Prepare budgets and funding proposals for new and changed projects
- ✚ Prepare annual budgets and quarterly revisions and update these into Sun accounts
- ✚ Run and review the monthly management accounts, ensuring any corrections are made and improvements in processes to minimise future errors
- ✚ Regularly meet with budget holders where required to support their budget management and planning, addressing any issues with over or underspends in budget
- ✚ Support the quarterly reforecasting process
- ✚ Work with the Budget Holders to make most efficient use of the online procurement system
- ✚ Prepare centralised grant claim schedule and work with the Budget Holders to prepare these claims, reconcile to ledger and any other support required for Funder reports.
- ✚ Prepare sales invoices in relation to all income and update these into Sun accounts
- ✚ Ad-hoc financial support to Budget Holders as required.

**Central Finance Role:**

- ✚ Review, authorise and pay Supplier payment runs
- ✚ Review the aged creditors and debtors analysis and reconciliation
- ✚ Prepare the quarterly VAT return and update the partial recovery percentage
- ✚ Allocate the tasks in the Finance helpdesk and monitor progress
- ✚ Prepare month end journals and reconciliations for the monthly accounts
- ✚ Review and update status of invoices within P2P to ensure any delays are resolved
- ✚ Review and update status of transfer from P2P to Sun accounts to ensure any delays are resolved
- ✚ Run Monthly accounts reports for Budget Holders, updating as necessary when budget revisions have been scheduled
- ✚ Prepare draft statements for the year end accounts
- ✚ Banking duties
- ✚ Payroll support: review and authorise the processed payroll, make payments due, review journal for posting.
- ✚ Payroll cover: be able to run the payroll as a backup in case of staff absence
- ✚ Support improvements and developments to systems and processes
- ✚ Ad hoc as required by Head of Finance

**PERSON SPECIFICATION:**

**Knowledge, Skills and Experience**

*Essential:*

- ✚ Part or fully qualified accountant OR a degree in Finance or another relevant discipline
- ✚ Experience of supporting Budget Holders with differing ranges of financial skills, with the ability to disseminate complex information in an easily understood format
- ✚ Experience of developing funding proposals and claims for key funders e.g. Scottish Government.
- ✚ A logical and methodical approach to work
- ✚ Excellent communication and negotiation skills
- ✚ Ability to plan and prioritise work and to co-ordinate with others to meet tight deadlines.
- ✚ Experience of working effectively as part of a small team.
- ✚ Excellent Finance systems skills, including report design
- ✚ Experience of payroll systems

*Desirable:*

- ✚ Experience of working within Finance in the Third Sector
- ✚ Experience of using Sun Systems and QA Executive reportwriter
- ✚ Experience of Sage Payroll