



JOB DESCRIPTION

Job Title: Accounts Assistant

Hours 21 hours a week

Location: Alloa

Salary: £22,285 – £24,452 (pro-rata)

Reporting to: Corporate Services Manager with close working with the Accountant

Overall Purpose of the Organisation:

Wellbeing Scotland is a community-based organisation working with impact on Wellbeing from life circumstances comprising a range of specialist services under the Wellbeing Scotland umbrella.

Services include:

Trauma services working with survivors of childhood abuse

Wellbeing matters working with all aspects of wellbeing

Stronger Together working with sexual exploitation and abuse in young people

Children and Families

The In Care Survivors Service Scotland was developed to highlight and address the long-term effects, as well as current and future needs of those survivors subjected to neglect, physical, emotional and sexual abuse whilst in care

Training

All services involve:

- Individual/groupwork
- Training, support, and supervision of volunteers
- Resource bank of information
- Raising awareness and campaigning
- Involvement in issue-based work which tackles discrimination and disadvantage at local, national, and international levels
- Contributing to research and legislative changes and developments
- Advocacy and sign posting to other services

Services are also offered to workers in statutory, voluntary and community settings.

Services comprise:

- Training/consultation for statutory, voluntary and community agencies
- Resource bank of information
- Opportunities for partnership/joint working

Job Purpose: To assist and support the finance function of the organisation, managing monthly payroll and Sage Line 50. The postholder will support the Accountant in financial reporting and budget setting.

Main Duties and Responsibilities

Financial Administration

1. To ensure processing of all purchase and sales invoices and remittance advices onto Sage Accounting System
2. Ensure invoicing of funders and customers ensuring credit control for all invoicing and good cash flow management
3. To oversee and hold responsibility for administration of petty cash systems in all offices and the shop in conjunction with office administrators
4. To review purchasing requests with the Corporate Services Manager
5. Manage monthly cash flow analysis and ensure it is maintained at the reserves level
6. Match supplier invoices to purchase requests and dispute invoices where necessary
7. Ensure reconciliation of petty cash accounts monthly
8. To ensure monthly bank statement reconciliation
9. Issue cheques and process bank payments.
10. To ensure reconciliation credit card monthly
11. Ensure salary journals are entered onto Sage following checks on allocations
12. Liaise with the Corporate Services Manager on any new starts or staff changes of contract
13. To run the monthly payroll and issue payslips to staff with annual payroll transactions
14. Manage the pension system and transactions including annual review
15. Monitor and develop internal financial controls in liaison with the CEO
16. Manage day to day charity shop financial processes and controls
17. Ensure HMRC is paid promptly
18. Ensure all fundraising income including gift aid is reconciled and recorded
19. Produce Gift Aid returns
20. Manage sickness and absence records
21. Ensure payments are entered on the bank
22. Act as a co-signatory

Financial Reporting

1. Assist in the production of monthly management accounts in conjunction with the Accountant highlighting variances
2. Assist the Accountant to provide CEO with ad-hoc financial reports as and when required

Development

1. To contribute to the service planning process.
2. Develop financial controls
3. To participate fully in staff meetings.
4. To take an active role in the development and review of systems and procedures within the organisation
5. Ability to communicate sensitively with the team while ensuring processes are followed
6. To share in providing office cover when required.

7. Contributing to newsletters and annual report
8. Taking part in at least two fundraising events a year including support in organising
9. Promotion of fundraising events
10. Participation in social media and other communication methods to promote the service
11. Other activities as determined by the exigencies of the service

Qualifications/Skills

The Assistant Accountant must be qualified or part-qualified in a recognised professional qualification. They must have knowledge & experience of Sage Accounts system or

- To be able to gather data, compile information and prepare reports
- Experience of budget setting
- Experience of developing financial strategies
- Experience of implementing internal controls and processes
- Experience of running payroll and pension transactions
- Experience of using Sage or alternative package on a day-to-day basis
- Experience of staff management
- To have a strong financial knowledge
- To have an accountancy/ finance qualification or be working towards one
- To be able to work effectively as part of a team
- Knowledge and experience with Microsoft packages, particularly Excel (preferably advanced Excel)
- Understanding of the sensitive area that Wellbeing Scotland operates in
- Experience of producing management and statutory accounts
- Experience of departmental accounting
- Knowledge of financial reconciliations
- Experience of working with auditors
- To have a commitment to learning
- To be able to communicate effectively

Special Features of the Post

- This post is subject to a 6-month probationary period
- There may be periods or occasions when lone working occurs
- Evening and weekend work may be required to meet deadlines