



## **JOB DESCRIPTION**

### **Management Accountant and Finance Officer post at Govan Law Centre**

#### **Specific Responsibilities**

- Prepare monthly management accounts.
- Prepare annual budget.
- Monitor monthly cashflow.
- Prepare journals as and when required.
- Arrange payment of all invoices using online banking with the Principal Solicitor.
- Maintain and process all information on SAGE.
- Complete the year end audit file in preparation of the annual accounts (the statutory accounts are prepared by our auditors).
- Prepare the quarterly VAT return which is done on a partial exemption basis.
- Extensive use of Excel and Word packages.
- Issue sales invoices and maintain credit control.
- Complete grant claims in order to draw down money and liaise with grant funders.
- Complete the annual OSCR return.
- Provide all payroll information to our external payroll providers.
- Liaise with HMRC and complete gift aid returns.
- Report monthly on grant spend.
- Regularly review the Ceartas fee billing legal system in order to import work-in-progress figures.
- Assistance with rendering fees

#### **Essential Knowledge**

- Good knowledge of the SAGE accounting package.

- Good knowledge of Microsoft Office, in particular Excel.
- Knowledge and experience of charity accounting.
- Qualified to degree level with a professional body membership.

*The successful candidate will be subject to a Disclosure Scotland check and the submission of references.*