

## **JOB DESCRIPTION**

<b>Job Title</b>	Company Accountant (Full and Part time candidates considered)
<b>Job Holder</b>	TBC
<b>Responsible to:</b>	Director of Finance and Support Services
<b>Responsible for:</b>	Assistant Accountant Finance Officer

<b>Main Duties:</b>	Manage the day to day financial function of the Foundation of Light under the guidance of the Director of Finance and Support Services (FD) and with the support of an Assistant Accountant and Finance Officer.
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### **Responsibilities and duties relevant to this Role:**

- Management of day to day finance function and small finance team
- Monthly management accounts preparation for all group organisations including preparation and review of balance sheet reconciliations to an agreed timetable using Sage 200 (cloud)
- Assist the FD with the Annual statutory account's preparation including management of year end audits
- Development and monitoring of financial systems and control procedures
- Grant income monitoring and claims preparation for Foundation of Light group funding
- Support the FD with the Annual financial budget preparation for all group organisations
- Regular financial forecast preparation
- Quarterly / monthly VAT returns as required for Foundation of Light and Beacon of Light
- Authorised signatory for cheques and other financial processes in line with delegated authority
- Assist in the preparation of Financial reports for Board and Committee meetings
- Regular meetings with budget holders
- Review of Lottery Returns & Submissions
- Work closely with CEO on ad hoc reports as required
- To be available for financial support of any Foundation flagship events

### **Management responsibilities and duties:**

- Manage, develop, communicate with, and engage the employees within your remit
- As a senior manager within the organisation, communicate and engage across the wider-team
- Ensure employees are fully inducted, trained, appraised and progressed in line with Foundation of Light policies

**Administration and M&E responsibilities and duties:**

- Work within the established administrative (Raisers Edge CRM, ESP Booking System) and financial systems (Sage) to ensure smooth running and quality of projects
- Produce accurate ad hoc reports as requested
- Answer internal and external queries in relation to your role in a timely and professional manner
- Ensure service level agreements, risk register, and risk assessments are up to date, in place and signed where relevant
- Ensure databases are updated on a regular basis with correct information
- Assist in completing and keep up to date: monthly reports (including dashboards), quarterly pro-v-act statistics, traffic lights and development plans
- Contribute to the Self-Assessment process and work to the agreed objectives for your team and the organisation

**Behaviour and Professional responsibilities and duties:**

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met, at all times
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD sessions as required
- Build strong internal and external relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures, at all times

**FOUNDATION OF LIGHT CORE VALUES****We work as a team****We are professional****We are proud of what we do and dedicated to achieving our goals****We are progressive and forward thinking****We are fully committed to achieving the best for our customers and communities****We are passionate and enthusiastic**

*Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.*



**Acceptance of the job description by the Employee:**

**Signed** .....

**Print Name** .....

**Date** .....

**Last review date:** **January 2020**

**Next review date:** **January 2022**

## PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)
<b>Skills:</b>	
Communication, oral and written	E
Development of business models and budgets	E
Preparation of Group Consolidated Statutory Accounts	E
Financial presentations at high level	D
Planning and control	E
Team work	E
Work on own initiative	E
Interpersonal	E
Conflict handling and resolution	E
ICT and administration	E
Ability to work under pressure and to tight deadlines	E
Multi-tasking	E
Managing people successfully	E
<b>Qualities:</b>	
Commitment	E
Flexibility	E
Honesty and trustworthiness	E
Motivation and enthusiasm	E
Patience and diplomacy	E
Persistence in the workplace	E
Determination to succeed and meet targets	E
Commitment to equality and diversity, safeguarding and health and safety	E
Flexible approach to working hours	E
<b>Knowledge and Understanding:</b>	
Sound knowledge of financial procedures within the Third Sector	D
Sound knowledge of business financial procedures	E
Finance systems and software	E
Understanding of Charity SORP	D
Business modelling	D
Financial planning, budgeting and forecasting	E
Understanding and awareness of Corporation Tax and VAT	E
Broad understanding of financial legalities of the Third Sector	D
Commerciality and business trading	E
Workplace behaviours and conduct	E
<b>Experience:</b>	
Minimum of three years leading a finance team	E
Meeting targets in the workplace	E
Monitoring and evaluation mechanisms	D



<b>Qualifications (or recognised equivalent):</b>	
CIMA/ACA/ACCA qualified accountant	E
Driving Licence	D
ILM Leadership and Management L3	D