



South Hams

JOB OPPORTUNITY

Financial Accounts Technician

Post title:	Accountants Technician
Salary:	£23,000 - £24,500 per annum (based upon FTE 37.5 hrs per week)
Salary pro rata:	12 hours/week £7,360 - £7,840
Contract:	Permanent, part-time
Benefits:	4% contributions to employer's pension scheme; 20 days annual leave (pro rata); bank holidays (pro rata); and an additional 3 days to be taken between Christmas and New Year); long term service leave; employee assistance programme.
Location:	Totnes, Follaton House
Report to:	CEO
Closing date:	The closing date for applications is 3rd February 2020. Completed applications should be sent by email to Janie Moor, Chief Officer: janiemoor@southhamscab.org.uk

Role details

We are looking for a Financial Accounts Technician to look after day to day financial matters and prepare quarterly management accounts. Salary will be paid at an hourly rate which is negotiable depending upon experience and skills and the working times are flexible.

Job Description

The charity has numerous funded projects with overall income c. £300,000, 15 members of staff on the payroll and over 50 volunteers. Previous experience in an accounts department up to management accounts level is essential. Candidates should be familiar with TAS books or an equivalent accounting package (eg Sage, QuickBooks) and have strong excel spreadsheet skills. In

addition, a good of understanding Payroll procedures is essential and experience processing of payroll through a computer based system, Sage 50 Payroll being operated by the charity.

This role reports to the Chief Executive and you will also work closely with the Treasurer who will give you any additional support you need.

Main duties and responsibilities

Monthly Duties

- Create payroll input template on due dates for CEO, review and update any payroll changes
- Process payroll through Sage payroll and create journal sheets for input into the TAS books accounting system. Obtain CEO approval before processing payroll
- Review payroll output and set up for electronic approval
- Process online payroll Quick Pay transactions to individuals and electronic payments to HMRC and pension provider
- Manage auto enrolment pension payments and employee joiners and leavers.
- Ensure all monies due for grants and suchlike are received on due date. Advise CEO and Treasurer about late or overdue grants
- Call off bank statements regularly and reconcile to TAS cashbook.
- Record receipts and interbank transfers into TAS and allocate to correct project income account.
- Enter expenditure and pay invoices on due dates and allocate costs to project
- Handle incoming cash payments to the bank and manage petty cash
- Create journals for balance sheet movements eg accruals and deferred income release.
- Review claims for staff and volunteer expenses and process payments through TAS accounts and through the bank.
- Close period accounts on monthly basis and print standard P&L reports/ balance sheet etc

Quarterly Duties

- Complete reconciliations of all bank accounts and obtain sign off of all reconciliations and bank statements.
- Create VAT return for MTD using standard VAT output from accounts
- Review quarterly project P&Ls with CEO and agree journals for cross charges

- Complete quarterly management accounts and review of actual results against budget. Insert explanations against budget variances
- Review management accounts with CEO and follow up on any queries or amendments
- Prepare and submit gift aid claims to HMRC
- Carry out any supporting analysis required by the CEO
- Support the CEO in preparation of reports for the trustee board and national Citizens Advice monitoring

Annual duties

- Close off annual accounts and prepare schedules for external accountants
- Work with CEO and treasurer to create next years budgets and load into accounts system

Other Duties

- Be familiar with and adhere to the organisation's Finance Procedures
- Liaise with CEO on any matters where information or input is required
- Provide additional analysis where required by the Treasurer or CEO
- Assist Treasurer by providing any additional information that may be required for the annual report and accounts, annual budgets, or project funding proposals etc
- Provide a file of information to provide to the external examiner and answer their questions

Personal skills and qualities

1. You should have a financial qualification or accounting experience up to management accounts level; knowledge of charity accounting would be preferable.
2. Experience in using Sage and TAS software would be preferable, or applicable, similar systems. Should have experience of administering payroll & HMRC payments.
3. Highly numerate individual, confident in working with numbers and able to make good use of Excel and Google spreadsheets. Familiar with other IT packages for email, word processing etc
4. Demonstrates a high level of accuracy and attention to detail in all work
5. Has good spoken and written communication skills and strong financial communication skills
6. Good organisational and time management skills with the ability to work to timetables and deadlines

7. Honest and trustworthy with respect for confidential information and a good understanding of the application of the principles and aims of GDPR.
8. You should have the time and flexibility to respond to the demands of the workload and reporting deadlines
9. You enjoy and can work effectively independently and as part of a team
10. You must be prepared to operate within the principles of the Citizens Advice service ie: confidentiality, impartiality and independence and have a personal commitment to equality and diversity. You should have a genuine interest in the work of the charity, its ethos and be willing to uphold the values of Citizens Advice.

Citizens Advice South Hams is an equal opportunities employer. We encourage applications from all sections of the community.

How to Apply

Please send the completed application form to Janie Moor by email: janiemoor@southhamscab.org.uk

Further information

Citizens Advice South Hams is local charity, locally funded. Our trained staff and volunteers give people knowledge and confidence they need to find their way forward – whoever they are, whatever the problem.

Every local Citizens Advice is a registered charity. Different application procedures are adopted by individual local Citizens Advice. Contact the relevant one as outlined in the information about this role. You should not send an application form to national Citizens Advice.

All local Citizens Advice produce their own annual report, but you can find out more [about the Citizens Advice network](#) or download the latest national Citizens Advice [annual report](#). More information about Citizens Advice South Hams is available at <https://southhamscab.org.uk/>