

ASSISTANT ACCOUNTANT

Job description, December 2018

Job title: Assistant Accountant

Reporting to: Chief Accountant

Term: 3 days a week permanent contract

Salary: £18,000 per year (£30,000 full time equivalent)

Location: 24 Greencoat Place, London SW1P 1RD

Job description

The Assistant Accountant is a key member of our finance team, responsible for ensuring that an efficient and effective financial service is delivered to the Charity, processing accounting entries in accordance with best practice. You would often be a first point of contact and are therefore expected to demonstrate exemplary customer service for both internal and external customers.

Main responsibilities and duties

Key areas of responsibility will include:

- Processing payments
 - Checking incoming staff and volunteer claims, suppliers' invoices and preparing a summary sheet for payment by assigning appropriate nominal ledger codes in to each cost factor, as appropriate
- Preparing cheques for approved payments and obtaining appropriate signatures
- BACS payments
 - Preparing and finally ensuring that BACS payments are processed
 - Ensuring that the required information is sent to Bankers to execute payments
 - Answering queries coming from our Bankers and payees
- Communicating with customers
 - Responding to queries, providing information and servicing customers' requirements in person, by email or telephone, in a sensitive manner
 - Taking and recording messages for other finance team members
- Liaising with department managers, volunteers and others in processing payments and seeking approval for payments
- Managing petty cash and ensuring that replenishments and payments are made in accordance with our policy
- Using computerised accounting system to enter data
- Payroll slips
 - Processing the monthly payroll system and distributing payslips
 - Ensuring that payroll returns and appropriate PAYE payments are made on time

- Informing, recording and monitoring personal budgets and allocating funds as necessary
- Undertaking regular bank reconciliations
- Ensuring that internal controls are working and adhered to
- Assisting the Chief Accountant in serving external auditors and money for value assessments
- Supporting administration to the finance team
 - Sorting incoming and outgoing emails
 - Recording and updating the finance archives register and ensuring that archives are transported on time for retrieval and store
 - Recording and updating the Gift Aid Register
 - Ensuring that payment and receipt documents are filed properly and marked clearly for easy reference
 - Attending regular staff meetings

How to apply:

Please send a supporting statement and CV outlining your experience to careers@iofc.org with the subject line: 'Assistant Accountant 2019' by 5pm on 8 January 2019.

Applicants must have the right to work in the UK.