

Assistant Accountant

Hours: 35 hours per week

Salary: £26,000-£29,000 p.a.

Location: Kings Norton, Birmingham

Broadening Choices for Older People (BCOP) is recruiting for an Assistant Accountant. The Charity operates three Nursing Care Homes and a small number of social housing schemes for older people based in Birmingham.

An exciting new role has arisen for an experienced finance professional to join a small finance team.

The business has charitable status and you would be joining at a very exciting time when the business is developing a new vision for its customers and its employees. The successful candidate can help to shape the way things get done and the culture of the business.

The post holder will be expected to work with the team to ensure the finance function of the charity meet governance requirements of relevant legal, regulatory, and monitoring frameworks in line with Charity Commission and Social Housing SORP (2014) requirements.

The postholder's duties will include but not limited to:

- Processing the nominal ledger, sales ledger and purchase ledger (care fees & service charges)
- Leading payroll processing for c.250 employees (salaried and hourly paid) and the organisation's stakeholder pension scheme in line with auto enrolment compliance
- Managing the cashbook function and bank payments
- Liaising with various stakeholders including bank, suppliers, care home managers.
- Undertaking month end activities such as balance sheet reconciliations and ensuring prepayments, accruals and depreciation are processed to support the production of the monthly Management Accounts

- Assisting with forecasting and budgeting
- Providing on- site support to the management teams of our nursing homes
- *Ad hoc* project work and process improvement

This is a pivotal role for the finance team and the postholder will report to the Financial Controller to ensure that standards are met and maintained across all aspects of the teams' work. This role will also work alongside the Business Support Officer.

Meeting standards and compliance are high on this company's agenda and will be a fundamental part of how the person will be expected to work.

Who are we looking for?

If you feel that this role might be for you, you will need to have a Level 4 AAT qualification or higher with at least three years' experience in a similar size organisation or more senior role. Charities/Not for Profit or Housing sector experience would be an advantage but is not essential.

There's lots to do in this business, ensuring systems are embedded, processes streamlined, and the business accounts get managed on a day to day business.

You will need to be organised, have a great attention to detail, a good problem solver and tenacious at seeing things through to conclusion. You will be a great communicator at all levels, both verbally and written, able to translate financial speak to those less confident than you.

BCOP encourages individuals who have a commitment to continuous improvement including people who can generate ideas and aspirations to improve services, make efficiencies and all round do things better.

What's on offer?

As well as a competitive salary other benefits of working for BCOP include

- Free on-site car parking, with good links to public transport network
- 24 days annual leave plus bank holidays. Increasing to 29 days after 5 years' service
- Free health insurance
- Free health cash plan scheme
- Workplace pension
- Flexible working & early finish on a Friday

Due to the current pandemic our office staff currently have the option of working from home and the office location. The successful candidate will be expected to spend part of the working week in the office, as and when requested. Please be assured our Support Office is Covid safe.

The role will predominately based at our support office in Kings Norton, however the post holder will be expected to visit our nursing homes and housing schemes throughout Birmingham.

How to apply:
If this sounds like you, please apply with your CV and covering letter of no more than two pages to tell us how you meet the criteria set out in the person specification and what you are looking to achieve from a role like this. No agencies please.

The Job Description and Person Specification are available on our website.

Shortlisted applicants may be invited to an initial screening interview with the Head of Finance and HR Lead, and then if successful, will be invited to a selection day, consisting of an in-tray exercise and panel interview.

Closing date: Sunday 1st November 2020 - We advise you apply early as we will be reviewing applications on an ongoing basis.

Broadening Choices for Older People respectfully decline the assistance of recruitment agencies for this vacancy and do not wish to be contacted - speculative CVs or proposals from any agency or third party outside of our instruction will be treated as gifts.

We reserve the right to end the recruitment process early should a suitable applicant be found and/or we receive a large volume of applications