

BROADENING CHOICES FOR OLDER PEOPLE

JOB DESCRIPTION: ASSISTANT ACCOUNTANT

PURPOSE AND OVERVIEW

The Assistant Accountant is responsible to the Financial Controller for the following activities:

- To assist the Financial Controller to contribute to the achievement of BCOP's Business Plan objectives and the efficiency and effectiveness of the organisation by:
 - Assisting in the maintenance of the charity's Nominal Ledger, purchase ledger and sales ledger (care fees & service charges) in accordance with the organisation's financial policies and procedures
 - Ensuring that the charity's Accounts payable system is maintained, to include the accurate logging and coding of invoices into the Charity's accounting system
 - Processing and submission of payroll data on a monthly basis for around 250 staff both salaried and hourly paid, using the Charity's payroll software
 - To carry out pension administration, in line with the charity's internal procedures and in line with statutory requirements under auto enrolment
 - Carry out weekly bank reconciliations for all bank accounts in accordance with the charity's financial policies and procedures
 - Production of charity's monthly cashflow and balance sheet reconciliation
 - To assist with the production and monitoring of the Charity's monthly management accounts
 - To support the care homes and business units dealing with payroll and supplier queries, issuing of petty cash and other financial administration as required
 - To assist the Financial Controller with the annual Budget process, and the production of the statutory accounts and the audit process within the timescales
 - To work with the Financial Controller and the Head of Finance on specific projects that support the delivery of Value for Money for the Charity across all its business activities

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- Maintain efficient computerised and other information storage to ensure all up to date information is available to support clear working papers and to maintain an audit trail
- To work flexibly supporting the finance team and the needs of the Charity as required by the Senior Management team.
- To provide on-site support to our management teams of our nursing homes and supported housing schemes.

This job description is not an exhaustive and the post holder may be required to undertake other duties at a similar level of responsibility. This Job Description may be subject to change in the future. Any proposed changes will normally be discussed with the post holder as part of an annual review process.

PERSON SPECIFICATION

Qualities	Essential	Desirable	Interview(I)/Test(T) /Application(A)
Skills and Abilities	<ul style="list-style-type: none"> • Working knowledge of computerised finance & other systems, including Microsoft office & Accounting systems • Excellent numerate & financial skills including the ability to produce accurate quality financial information and interpret and present information for non-accountants • Excellent interpersonal skills through written and verbal communication and presentation skills • Excellent organisational skills and the ability to prioritise work • Ability to problem solve, work positively with others to deliver results • Ability to set and agree clear work programme, set objectives, to work to deadlines and manage conflicting priorities • Ability to work with others as part of a team • Ability to use own initiative as well as work as part of a team and cover for colleagues as required 		<p>A/T</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T</p> <p>A/T/I</p> <p>T/I</p> <p>A/I</p> <p>A/I</p>

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Job Knowledge	<ul style="list-style-type: none"> Advanced working knowledge of Microsoft Excel and other Office products Keeps up to date with continuous development and learning Understanding of accounting principles and professional financial regulations 	<ul style="list-style-type: none"> Prior working knowledge of our existing systems: Unit 4 Dream (finance) and/or Mitrefinch (payroll) 	<p>A/I</p> <p>A/I</p> <p>A/I</p>
Experience	<ul style="list-style-type: none"> Minimum 3 years' experience working in similar roles at similar level Experience of accountancy systems and computerised general ledgers Experience of Payroll systems and processing Financial administration Experience of bookkeeping and high level of numeracy 	<ul style="list-style-type: none"> Worked in Not for Profit/ Charity sector or Care organisation 	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p>
Commitment & Behaviours	<ul style="list-style-type: none"> To the values of the organisation. To the value of older people within society and their needs Demonstrate responsibility & ownership for BCOP and accountability for self Demonstrate positive mindset looking for continuous improvement for self and others, and the organisation Demonstrate ability to work collaboratively with others 		<p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Qualifications	<ul style="list-style-type: none"> AAT Level 4 and have knowledge of financial systems and protocols 	Part Qualified /Trainee	A

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Special Conditions	<ul style="list-style-type: none"> ▪ Integrity, honesty and commitment to confidentiality ▪ Current Driving Licence 		<p>A/I</p> <p>A</p>
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General

Confidentiality and Data Protection

All employees who have access to personal data in relation to patients or employees will need to be aware of their responsibilities under the Data Protection Act 2018 and will abide by the principles of the Act

Health & Safety

Individual employees of the Charity and employees contracted to work on the organisation’s premises have an equal responsibility, along with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and others who may be affected by their acts or omissions whilst at work. All employees must adhere to their duties under the Health and Safety at Work Act legislation. In addition, employees must comply with all the organisation’s policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management’s attention to any deficiencies and/or hazards which might prove detrimental to others.

There is a general responsibility for employees to act sensibly and reasonably and attend mandatory health and safety training sessions.

Governance

All employees are required to actively contribute towards the organisation’s governance systems, taking responsibility as appropriate for quality standards and work towards the continuous improvement and service quality.

Equality and Diversity

BCOP is committed to promoting equal opportunities to achieve equity of access, experience and outcomes and to recognise and value people’s differences. All employees have an obligation to help achieve this through personal example, open commitment and clear actions.

Dignity at work

Every member of staff has a responsibility to ensure residents, colleagues and other contacts are treated with dignity and respect. The company is committed to creating a work environment for all staff that is free from harassment, intimidation and other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Customer Care

The aim of the organisation is to service users/customers with the best possible care and service, therefore we require all our staff at all times to put our service

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users/customers first and to do their utmost to meet their requests and needs courteously and efficiently.

Smoking

The organisation operates a No Smoking policy

Dress Code

The Charity does not operate a formal dress code for its employees, other than those who are provided with uniforms and /or protective clothing. However, employees must ensure that their dress is professional and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to client and colleagues perceptions.

Policies and Procedures

All employees need to be aware of the organisation's policies and any requirements of relevant professional standards, procedures and protocols relating to their service and work within the guidelines at all times.