**COMMUNITY360**

# JOB DESCRIPTION & PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Community Accountant |
| **Responsible to** | Chief Executive Officer (CEO) |
| **Location** | The post holder may be required to work at any establishment at any time throughout the duration of their employment, normally within the locations of C360 or as set out under the terms of their contract. |
| **Accountability** | Assist the Finance Officer to be fully accountable for the performance management of contractual key performance indicators and qualitative and quantitative delivery within this portfolio.Ensure you take ownership and accountability for the areas of responsibility within your remit as detailed in this Job Description and any appendices therein. Be aware of all programmes of work within the Finance portfolio. |

**Purpose of Job**

To provide information, advice and training support on technical accounting issues and financial management to trustees, staff and volunteers of voluntary community organisations (VCOs).

To work within the Essex VCO community, providing bookkeeping, payroll, administration and accountancy support to C360’s Finance and Community Accounts Service client groups.

To work with a flexible approach in accordance with the needs of the project.

**Principal Duties**

1. To provide advice and support on financial legislation, including the Charities (Accounts and Reports) Regulations, the Accounting and Reporting by Charities SORP, the Companies Acts and relevant aspects of charity law.
2. To prepare and independently examine the financial statements for client groups, including incomplete records.
3. To deliver the bookkeeping services provided by C360, compiling the books and accounting records for client groups on a regular basis.
4. To draw up financial reports for C360 and client groups, including advice and recommendations for their financial management and control.
5. To provide support to C360 and its clients on setting budgets for funding applications and cash flow statements.
6. To supervise staff and volunteers to deliver a smooth, timely and accurate administration of all Community Accounts Services to C360 and client groups. Provide support & supervision (S&S) and appraisals at intervals in accordance with the S&S matrix.
7. To assist organisations to set up and maintain good financial recording systems and suggest improvements where appropriate.
8. To ensure that all work is carried out in line with relevant legislation and C360 policies and procedures, and to contribute to the development of C360.
9. To ensure that all information is kept confidential, in appropriate files, up to date and accurate.
10. To act as an effective team member and promote mutual respect amongst colleagues.
11. Promote our services through publicity, talks, and exhibitions, identifying opportunities for development.
12. Undertake appropriate training as agreed with the Finance Officer.
13. Undertake any work deemed necessary by the Finance Officer to further the aims and objectives of C360.
14. To ensure that all services are provided in line with all C360 policies.
15. To continuously explore effective ways of working with the Team.
16. To carry out other duties in line with the above primary duties, which are held to be within the scope of the post.

**Overall**

1. Ensure that C360’s policies and procedures are followed in all areas of work of C360.
2. Comply with the UK General Data Protection Regulations (GDPR) of the Data Protection Act 2018, following guidelines as per C360’s processes.
3. Attend as appropriate, and participate in, internal meetings of the organisation, including, but not limited to, staff meetings, board meetings, the Annual General Meeting and Away Days promoting staff professional development and awareness.
4. Work co-operatively with other members of staff and act as an effective team member, promoting mutual respect amongst colleagues and a positive persona.
5. Comply with the internal and external monitoring and recording requirements of the organisation for accountability purposes.
6. Provide local intelligence and knowledge to the organisation, galvanising communication throughout, which would usefully inform discussions and decision making.
7. Assist with coordinating and attend community events during the year, maintaining a flexible approach.
8. Contribute to marketing C360’s services including but not limited to social media, website, newsletters, leaflets, presentations and any other marketing tools.
9. Pursue and undertake any training and personal development of skills necessary for the effective performance of your role, as agreed with your line manager, maintaining your training record in conjunction with Support & Supervision.
10. Ensure all information (including the shared drive) is kept confidential, in appropriate files, up to date and accurate.
11. Carry out other duties in line with the above primary duties, which are held to be within the scope of this post.
12. Ensure that all services are provided in line with all C360’s strategic and delivery plans.
13. Take ownership and responsibility of communication both internally externally ensuring the sharing of appropriate information where necessary. Continuously explore effective ways of working within the C360 team.
14. From time to time, you may be required to work unsociable/additional hours (evenings and weekends) for which time off in lieu (TOIL) will be given.
15. The job role may require at times, travel across Essex, the region and nationally.

**PERSON SPECIFICATION – Community Accountant**

**How to evidence the criteria on your covering letter:**

As a **minimum**, please evidence these essential criteria: **E1, E2, E3, E5, E6, E7, E8, E9, E10, E11**

Please consider C360’s values when providing your evidence, which underpin our Purpose of ‘**Through partnership working we will foster resilient, thriving and inclusive environments so everyone can live their best lives’:**

* **Leadership**: we seek to provide passionate, intelligent leadership for our communities
* **Collaboration**: we maximise our impact by building partnerships to work with communities
* **Honesty**: we maintain a reputation for integrity and trust
* **Creativity**: we are open-minded, we challenge how things are done and develop new approaches
* **Inclusiveness**: we seek to involve everyone, are friendly and caring
* **Excellence**: we value quality in everything we do

|  |
| --- |
| **Selection Criteria - ESSENTIAL** |
| **No.** | **Experience, Technical Skills & Knowledge** | **Shortlisting** **Via**  | **Score** |
| E1 | Knowledge of current accountancy procedures, including management accounts and preparation of annual accounts and management reporting information | Application |  |
| E2 | Experience of working in a payroll environment including proficiency with various payroll software | Application |  |
| E3 | Ability to prepare, review and understand financial statements | Application |  |
| E4 | Ability to work in a diverse environment including an explanation and liaison at a professional level to non-accounting staff | Interview |  |
| E5 | Ability to prepare and present financial reports | Application |  |
| E6 | An ability to review a wide range of accounting systems, formal and informal, computerised and manual | Application |  |
| E7 | An ability to understand and apply relevant legislation relating to charities | Application |  |
| E8 | Competent and secure use of IT, including Email, Internet, MS Office 365, and Cloud technologies, and especially Databases and Spreadsheets | Application |  |
| **No.** | **Qualifications, Education and Training** | **Shortlisting Via** | **Score** |
| E9 | Good, all-round secondary education | Application |  |
| E10 | Relevant profession qualifications (AAT) | Application |  |
| E11 | Commitment to self-development andcontinuing professional development | Application |  |
| **No.** | **Personal/ Behavioural Characteristics** | **Shortlisting Via** | **Score** |
| E12 | Team player with an open and honest manner, able to use initiative and ability to build effective relationships with a wide range of individuals. | Interview |  |
| E13 | Ability to show empathy to service users and members of the public and to deal with them in a courteous manner, managing behaviours where necessary. | Interview |  |
| E14 | Demonstrable knowledge and understanding of Equality, Diversity and Inclusion. | Interview |  |
| E15 | Ability to prioritise tasks, workload and possess good time management skills. | Interview |  |
| E16 | Ability to work hours in a flexible way, including evenings and weekends to meet the needs of the service and to adapt to different environments including lone working. | Interview |  |
| E17 | A belief in continuous improvement anddeveloping standards of quality | Interview |  |
| E18 | Effective communication skills including written, verbal and listening skills. | Interview |  |
| E19 | Discretion and confidentiality combined with sensitivity and diplomacy. | Interview |  |
| E20 | Demonstrates determination and resilience to complete work in the face of challenges. | Interview |  |

|  |
| --- |
| **Selection Criteria - DESIRABLE** |
| **No.** | **Experience, Technical Skills & Knowledge** | **Shortlisting Via** | **Score** |
| D1 | Experience of the voluntary and charitable sector, and working with volunteers. | Application |  |

## Valuing Equality, Diversity & Inclusion

Community360 is an equal opportunity employer and is fully committed to a policy of encouraging equality, diversity and inclusion among its employees and job applicants and treating all of its employees and job applicants equally, fairly and without bias. Community360 will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training and development, pay and benefits, other terms of employment, dealing with grievances and discipline, performance management, requests for flexible working, selection for redundancy and dismissal.

Community360 will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origins and caste), religion or belief, sex or sexual orientation. In this policy, these are known as the “protected characteristics”. Community360’s aim is for its workforce to be truly representative of all sections of society, and for each employee to feel respected.

**Disability Confident**

We are a Disability Confident Employer and have made a positive commitment to inclusion and diversity and welcome applications from people with a disability or long-term health condition.   Part of our commitment is to offer all disabled candidates an interview who meet the minimum essential criteria for the role as set out on our Person Specifications.

We will ask you to let us know if you require any reasonable adjustments to be made throughout the recruitment process to ensure inclusion and if you would like to discuss the recruitment process in advance, including what reasonable adjustments would be required, you can call Amanda Woods, Corporate Services Manager on **01206 505250**.  If we offer you the position, we are committed to making reasonable adjustments wherever possible to your working environment.

**Safer Recruitment**

Community360 is committed to safeguarding and ensuring the welfare of vulnerable adults, children and young people.  We expect all employees and volunteers to share this commitment.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience.

**Essex Family Friendly Employers Charter**

Community360 has signed up to the Essex Family Friendly Employers Charter which means it promises to abide by a set of minimum principles deemed to be family friendly. Our policies allow our staff easy access to flexible working so that they can manage their work and caring commitments.

|  |
| --- |
| **Office Use only:** |
| **E** | **/20** |
| **D** |  |
| **Total** |  |
| **Max score** | **/** |
| **Interview** | **Y / N** |

Amendments – this description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.