**Daughters of Charity of St Vincent de Paul**

**JOB DESCRIPTION**

**Job Title: Province Accountant**

**Accountable to:** Business Executive Officer

**Job Summary:** To provide the production of timely, complete and accurate accounts, supported by reconciliations and auditable financial records.

**Key Responsibilities:**

* Assisting the Business Executive Officer in the production of the Charity’s detailed accounts.
* Assisting the Business Executive Director with the financial management information reporting requirements of the Charity, ensuring accuracy, consistency, appropriateness and timeliness.
* Production of the monthly accounting cycle, including processing on SAGE and making appropriate adjustments (accruals, deferrals, prepayments etc.) to the Charity’s income and expenditure to ensure the accounts are presented in accordance with accounting standards.
* Develop management information reports containing appropriate and valuable insights that will assist the Business Executive Officer and Provincial Treasurer in making informed strategic and operational decisions.
* Maintain the accounting records on a combination of Excel and SAGE. Monitoring updates on SAGE to ensure latest versions are correctly and accurately installed.
* Monitoring, updating and maintenance of the Charity’s Financial policies and procedures.
* Assisting the Business Executive Officer in the management of the investments portfolios, including annual reconciliations and documentation for the auditors.

***Budgeting and Forecasting:***

* Work closely with the Business Executive Officer on the production of the annual budget.
* Work closely with the Care Home Managers on the production of the Homes Budget. Monitor budget by way of management accounts of the homes to ensure over/under spend are identified and explanations provided.

***Banking:***

* Act as main contact for banking issues and queries, monitor bank changes and review banking arrangements as necessary.
* Manage banking queries including ordering bank cards, opening and closing of accounts, signatories and mandates, paying in book and online banking.
* In-person visits to the bank as necessary.
* Payment of all invoices.

**Other duties:**

* Work collaboratively with the Business Executive Officer and team to achieve effective outcomes for the Charity.
* Keep up to date with professional developments.
* Undertake projects, analyse findings and report back with recommendations.
* Contribute to the future development of the Charity wherever possible.

**General:**

* To ensure compliance with Policies and Procedures of the Charity.
* Be available for any necessary training, and attend staff meetings.
* Be supported and enabled in personal development and skills with annual appraisal.
* To support the ethos and values of the Daughters of Charity of St Vincent de Paul.

**Additional Information**

* The post holder must at all times carry out their responsibilities with due regard to the Charity’s Equal Opportunities Statement.
* Work in line with the Charity’s Safeguarding People from Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.
* The post holder must carry out their responsibilities with due regard to the non-smoking environment of the Charity.
* The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
* The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
* Ensure risk assessments are actioned as necessary, in line with policies and procedures.

**Genuine Occupational Requirement**

We are a Charity which underpins its values and ethos from the teachings and example of St Vincent de Paul and Louise de Marillac, who co-founded the Daughters of Charity of St Vincent de Paul in 1633. Although we employ people of all faiths and none, we require that all employees learn about the Vincentian values which are the driving force of the Charity.

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** |
| Qualifications & Training | * BSc in Accounting, Finance or relevant degree | * Part qualified ACA, CIMA or ACCA or relevant accounting qualification |
| Work experience/  Knowledge | * Previous relevant experience in an accounts department, covering sales and purchase ledgers, cash book etc. * Experience of regularly interacting with non-financial managers. * Experience of producing, preparing and interpreting management accounts and other financial reports. * Excellent IT skills to include Microsoft Excel and SAGE | * Experience of charity sector accounting. * Experience of documenting, reviewing, amending and developing systems and processes. |
| Skills and  Abilities | * Effective communicator with excellent written and verbal communication skills. * Ability to handle confidential information appropriately in line with Charity policies, contractual obligations and statutory requirements. * Multi-tasking and time-management skills, with the ability to prioritise tasks. * Have the ability to meet targets and complete work in a timely manner to the expected quality standards. * Able to remain calm under pressure. * Excellent accuracy and attention to detail skills. * Good analytical skills. * Excellent organisational skills, with a methodical and thorough approach to work. * Good interpersonal skills and a commitment to effective teamwork. * Able to work on own initiative with minimal supervision. |  |
| Disposition and Attitude | * Commitment to the Vincentian ethos and values. * Caring and positive attitude. * Flexibility when carrying out job duties. |  |