

## Job Description

<b>Job Title:</b>	<b>COMMUNITY ACCOUNTANT and ASSISTANT FINANCE MANAGER</b>
<b>Salary:</b>	Up to £37,299 (full-time equivalent) – pay review (increase) pending
<b>Hours of work:</b>	Minimum 30 hours, up to 37 hours (full-time) per week – to be determined at interview stage
<b>Responsible to:</b>	Finance Manager
<b>Responsible for:</b>	Nil staff

### Job Purpose:

- To work with the voluntary and community sector, social enterprises and private limited companies to provide support in setting up and maintaining appropriate accounting and financial management systems, assist the groups with their accounts preparation and provide independent examinations.
- Provide support, training and workshops to groups to enhance their understanding of regulatory requirements and appreciation of financial information with a view to increasing their own sustainability.
- To support the VAR Finance Manager, to ensure the effective and efficient management of the organisation's finance, accounting, contract management and other systems as required, in line with the requirements of the Board, CEO, Company and Charity law and other relevant legislation.

### Main Duties and Responsibilities

1. To support and advise the voluntary and community sector to select appropriate software packages to meet their financial needs and the effective use of computerised accounting systems.
2. To work with voluntary and community groups, social enterprises and private limited companies to implement and maintain good accounting systems and effective financial controls so that they can take responsibility for their own systems.
3. To work with groups to provide a bookkeeping, and receipts and payments services and support in producing financial reports where appropriate.
4. To support and advise the voluntary and community sector to develop and implement good practice in relation to financial governance arrangements, financial management and financial control of their organisations, ensuring they both understand and comply with relevant accounting and charity legislation.

5. To undertake financial monitoring and evaluation on grant distribution through VAR's grant programmes. Support clients with training and development as required.
6. To produce, in line with agreed standards/procedures/legislation, annual accounts for voluntary sector organisations, social enterprises and private limited companies.
7. To carry out independent examinations and voluntary examinations where appropriate.
8. To keep up to date with charity, company law and other relevant legislation and ensure this information is shared with local VCS organisations through communications systems.
9. To carry our financial health checks and assist organisations with diversification of income streams to support their continued sustainability.
10. To work closely with the existing Community Accountant to help increase the current income levels to develop the business needs.
11. To actively develop the Community Accountancy and Payroll Bureau introducing improvement and efficiencies in both the running and promotional marketing of the service.
12. To deputise for the VAR Finance Manager in supporting the overall VAR Finance functions.

**Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.**

**In addition** to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following:

**1. Equality**

Act in accordance with the organisation's Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.

**2. Operational**

Ensure that all duties are carried out in line with the organisation's health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.

**3. Corporate Image**

Adopt a professional image at all times. Adhere to and understand working practices as part of a quality assured organisation.

**4. Confidentiality**

Maintain absolute confidentiality with regard to the organisation's information and procedures, in particular following guidelines set for Information Governance and General Data Protection Regulations.