##### Role title: Assistant Accountant

##### Reports to: Accountant

##### Job purpose: To act as a departmental business partner and to assist with the Association’s core accounting functions.

Financial: Income c£9.5m. Balance sheet c£5.5m.

Staff:

Other: BACP Staff, third parties

##### Principal accountabilities:

1. Responsibility for the correct processing and control of all income

* CRM income
* Cash Receipts via the bank account
* Sales ledger invoices
* Monitoring and chasing of debtors

1. Reconciliation of the Associations Bank accounts
2. Assist in the financial management and analysis of Projects
3. Processing of Company Credit cards using ExpenseIn system.
4. Carry out analysis of nominal accounts to assist budget holders with management of departmental budgets.
5. To assist in the preparation of monthly management accounts
6. To assist in the preparation of the annual budgeting process
7. To assist in the preparation of monthly financial forecasts
8. To assist in the preparation of annual statutory financial statements
9. To complete balance sheet reconciliations on a monthly basis
10. To assist with the analysis of payroll completed by an outsourced payroll provider.
11. To support the Payables Clerk role and provide cover for the Payables Clerk role when required
12. To support the Accountant in the role out of any finance related projects, such as new software or a change in processes, to ensure successful implementation.
13. To assist the accountant as required.

**BACP Principal accountability**

* To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.

##### Context:

**Operating environment**: Requires an understanding of the function of all departments and divisions within BACP.

**Framework & boundaries:** Statement of Recommended Practice for Accounting and Reporting for Charities (SORP 2015(FRS102)), Companies Act 2006, Charities Act 2011, BACP policies. Payroll and all other associated statutory requirements. Works within BACP policies and procedures

Organisation: see organisation chart

##### Relationships:

Direct reports: n/a

Manager: Daily contact, monthly 1-2-1’s and regular team meetings

Other contacts: BACP departments, payroll provider, suppliers, customers.

##### Knowledge & experience:

Education: CCAB qualified, or qualified by experience

Experience: Comfortable working in a paperless office environment.

Significant practical financial experience required. Experience within the charity sector desirable. Recent knowledge of payroll and all associated statutory requirements. Knowledge of budgeting and forecasting processes. Competent using excel spreadsheets and finance systems, particularly Business Central.

Excellent communication skills with the ability to convey complex financial information to non-finance colleagues in a way that is easily understood.

Ability to develop relationships with key stakeholders and work across department, engaging with staff and teams.

Tact, discretion and a commitment to the delivery of high-quality customer service.

A flexible approach to work with the ability to prioritise own workload and meet strict deadlines and ensure high accuracy.

Good level of computer literacy skills across different systems, MS Office and ability to learn and adapt to IT systems

##### Job challenge: Assisting non-finance colleagues with their understanding of finance policies and processes

##### Additional information