

Role description

Job title:	Assistant Accountant (Income)
Team:	Finance
Location:	Hybrid working (Two days in the office) – Between office location and home
Hours of work:	37.5 hours
Contract:	Permanent, full time
Benefits include:	33 days (plus eight bank holidays) Pension - 8% contribution Enhanced maternity, paternity, adoption and shared parental leave
Reporting to:	Finance Manager
Direct report/s:	N/A

Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected and thrive.

Purpose of job

Responsible for efficient processing of all income streams, including the checking and banking of cheques, and raising sales invoices in line with agreements. To ensure accurate posting of income to the accounts system, Business Central. Communication skills, attention to detail and diligence in ensuring procedures are followed and completed is essential.

Key accountabilities and responsibilities

1. Financial processing and recordkeeping (Income)

- a. Bank all cash and cheques received twice weekly.
- b. Record twice weekly banking in batches, checking cheque validity, coding and preparing pivot tables for entering batches on to Business Central.
- c. Assist the Finance Manager to check and save documentation of restricted donations when received.
- d. Ensure sales invoices, as requested by fundraising teams and the Business Development Team are raised in a timely manner. Ensure sales invoices are coded correctly and raised in line with relevant documentation, such as service collaboration agreements, to maintain an adequate audit trail.
- e. Collaborate with the Business Development Team and other AN departments to ensure that Finance are up to date with any changes in agreements with external organisations and maintain regular tracking of invoicing and payments.
- f. Liaise with customers regarding outstanding invoices, ensuring that outstanding debts are followed up regularly.
- g. Ensure income is complete for the month, including accurate recording of income accruals as provided by the Data Services team.
- h. Review and defer income on a monthly basis, in line with Service Collaboration Agreements.
- i. To lead on the management and administration of the company credit card, including maintaining the credit card register, monitoring monthly credit limits, ensuring policies and controls are followed and being the primary cardholder for the Finance team.
- j. Monthly processing of the company Trainline account, ensuring all procedures and controls are followed by staff and appropriate paperwork is saved.
- k. To ensure that all finance processes and controls are adhered to by all staff.
- l. Support the ongoing improvement of finance systems and procedures, under the direction of the Head of Finance and the Finance Manager. Continuously review and suggest efficiencies, control improvements and automation requirements.
- m. Be a key member and proactively contribute to the upcoming Finance system improvement project, including the implementation of a purchase ordering system, invoicing, payment run and other transactional improvements. To support with planning and testing of any new system or process improvements.
- n. Providing additional support, as required, under the direction of the Finance Manager.

2. Bank and petty cash

- a. Monitoring the bank account daily and informing the Data Processing Team of relevant income received. Coding and entering income transactions into Business Central.
- b. Managing bounced/unpresented log with Supporter Care Team.

3. Reconciliations

- a. Entry of adjustment journals, where necessary.

4. Year End

- a. Assisting and supporting in the preparation of year end information for the financial statements and the annual audit.
- b. Answer queries from the auditors.

5. General Requirements

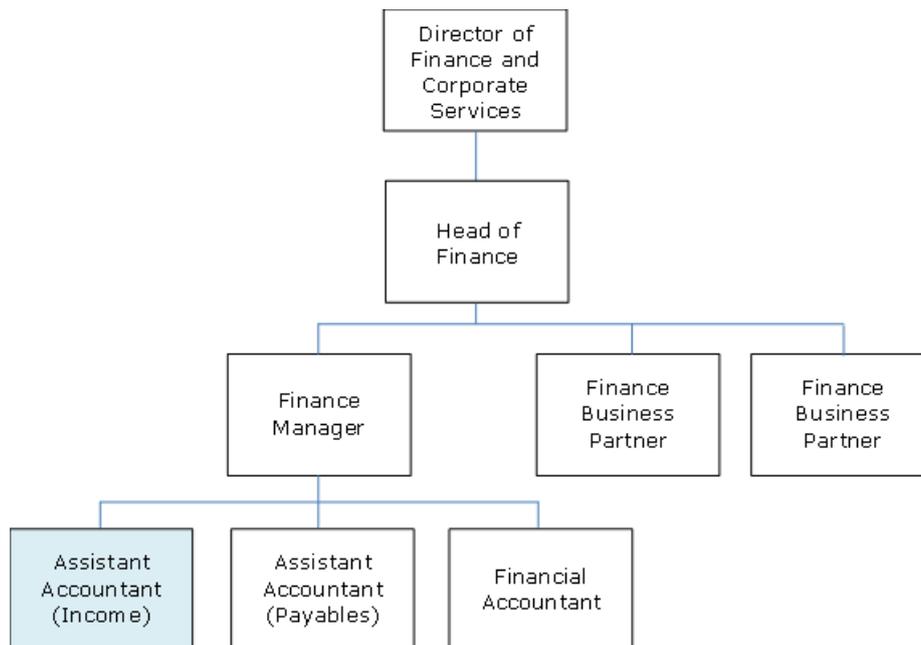
- a. Stand-in for the Assistant Accountant (Payables) in their absence
- b. Daily monitoring of the Finance inbox
- c. Maintain up to date finance processes and procedures
- d. Ensure that finance processes and procedures are compliant with GDPR
- e. Provide answers to staff queries on finance matters
- f. Any other relevant duties

General

- a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- b) Have a strong working knowledge of Dementia UK's vision, mission and impact.
- c) To undertake all duties in line with the Dementia UKs policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.
- d) Undertake any other duties related to the job purpose and which may necessary, as required.

This job description is not exhaustive and is subject to change in accordance with business need.

Current team structure



Person specification

Essential Qualifications, knowledge, skills, and experience		
Criteria	Application	Interview
Good general education to degree level or equivalent or QBE (part qualified by experience and actively studying for AAT,CIMA,ACCA)	X	
Computer literate in Excel, Word, PowerPoint and at least one accounting program	X	
Strong verbal and written communication skills	X	X
Excellent accounting and financial management skills	X	X
Ability to work under pressure and prioritise effectively		X
Ability to report to and coordinate with multiple stakeholders	X	X

Personal attributes		
Criteria	Application	Interview
Excellent interpersonal skills with the ability to develop and maintain positive relationships and deal with people with tact, sensitivity and discretion	X	X
Flexible and proactive approach with the ability to work productively both independently and in a team, contributing to a supportive and collaborative environment	X	X
Fine attention to detail	X	X
Be diligent in ensuring that finance processes and controls are accurately followed	X	X
Able to communicate effectively at all levels	X	X
Committed to equal opportunities.	X	X

Our values

We listen, learn and collaborate
 We are empowering, supportive and respectful
 We act with integrity, transparency and accountability
 We encourage creativity and innovation