

Job description

Job title:	Accountant
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) 8% employer pension contribution (Aviva) or access to continue NHS Pension Enhanced maternity, paternity, adoption, and shared parental pay Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
Reporting to:	Head of Financial Accounts
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

To be responsible for the administration, maintenance, reporting and compliance of funds and fund accounting within Dementia UK.

To support in the year end and production of the Annual Report and Accounts and related external audit process.

To support ongoing improvements of financial governance including internal controls, balance sheet reconciliations, configuration of financial systems, legal, VAT and tax compliance and production of financial information.

Key accountabilities and responsibilities

1. Financial Fund Accounting

- a. Responsible for the processing of pump prime payments, including new supplier set up and purchase order processing.
- b. Be the key finance contact between external organisations and the Business Development team, ensuring pump prime invoices are received on a timely basis.
- c. Responsible for ensuring compliance of restricted expenditure is in line with donor agreements and pump prime arrangements.
- d. Work collaboratively with the Finance Manager and Finance Business Partners to ensure that fund allocations for salaries and any changes are correct. Maintain reports and information for accurate monitoring of this.
- e. Work closely with the Finance Manager, Assistant Accountant (Income) and the Data Services team to ensure that all restricted income is correctly coded and in line with the Charities Statement of Recommended Practice (SORP). Perform the monthly restricted fund reconciliation with the Data Services team.
- f. Responsible for designated and restricted fund coding amendments, transfers and payroll adjustments.
- g. To work collaboratively with the Clinical Services Directorate to support the restricted and designated income and grants processes and to monitor financial systems, procedures and routines to meet all reporting requirements.

2. Financial Accounting and compliance

- a. Carrying out monthly balance sheet reconciliations.
- b. To lead on the management and administration of the Trading subsidiary, including the preparation of the monthly management accounts, analytical review and cashflow as per the finance timetable and other financial information on a monthly, quarterly and annual basis as appropriate.
- c. Ensure monthly cross-charges between the charity and its subsidiary are timely and accurately recorded, and maintaining intercompany accounts.

- d. Supporting the Head of Financial Accounts and the Finance Manager to prepare quarterly VAT returns. Ensure all charity tax and VAT requirements are adhered to, and filings are made on time.
- e. Supporting the Head of Financial Accounts and the Finance Manager to ensure charity tax compliance, including VAT and Corporation Tax, across the organisation:
 - Preparing the VAT calculations and ensuring the finance system is correctly set up for VAT automation and Making Tax Digital.
 - Confirm accuracy of the VAT reverse charges.
 - Review and track income and payables to ensure compliance with specific VAT schemes and charity exemptions, such as TOMs.
 - Liaising with teams across the charity to review and track VAT and tax compliance for income, such as for challenge events and corporate sponsorship, as necessary.
 - Develop a VAT decision tree, process map for rest of the charity to follow.
 - Liaising with VAT advisors on specific VAT related matters.
 - Conduct VAT and Tax awareness training and discussions with wider business to ensure compliance.

3. Annual report and accounts

- a. To support in the preparation of year-end financial reporting and statements, ensuring timetable is adhered to and the accounts and notes are fully SORP compliant.
- b. Prepare year-end financial reporting requirements for funds, including notes to the SORP accounts and year end restricted fund reconciliations.
- c. To support with the preparation of lead schedules and supporting documents for the year end and support with the annual statutory audit.
- d. To lead on the preparation of the Dementia UK Trading year-end financial reporting and statements and lead schedules.

4. Reporting and Analysis

- a. Collaborating with relevant budget holders to plan designated and restricted fund project budgets and forecasts and supporting the Head of Financial Accounts and Head of Financial Planning and Analysis in producing relevant papers and presentations for the Finance Risk and Audit committee.

- b. Lead on preparation of the monthly fund reports, including fund reports in the management accounts, as per the finance timetable and other financial information on a monthly, quarterly and annual basis as appropriate.
- c. To support the Head of Financial Accounts to develop and maintain fund reporting going forward, including trend analysis and KPI reporting.
- d. To develop a model for monitoring expected pump prime drawdowns in line with invoicing schedules. Work closely with the Finance Manager going forward for cashflow purposes and expected payments.

5. Financial Systems

- a. Support the ongoing improvement of finance systems and procedures, under the direction of the Head of Financial Accounts. Continuously review and suggest efficiencies, control improvements and automation requirements.
- b. To be a key member in the ongoing Finance system improvement project. To be a key stakeholder in the setup of fund accounting and fund administration/maintenance for grants management within the system. To contribute to scoping, testing and implementing.
- c. To support the Financial Analyst, in their absence, to manage the administration of the finance system, such as staff expenses, purchase orders and workflows.

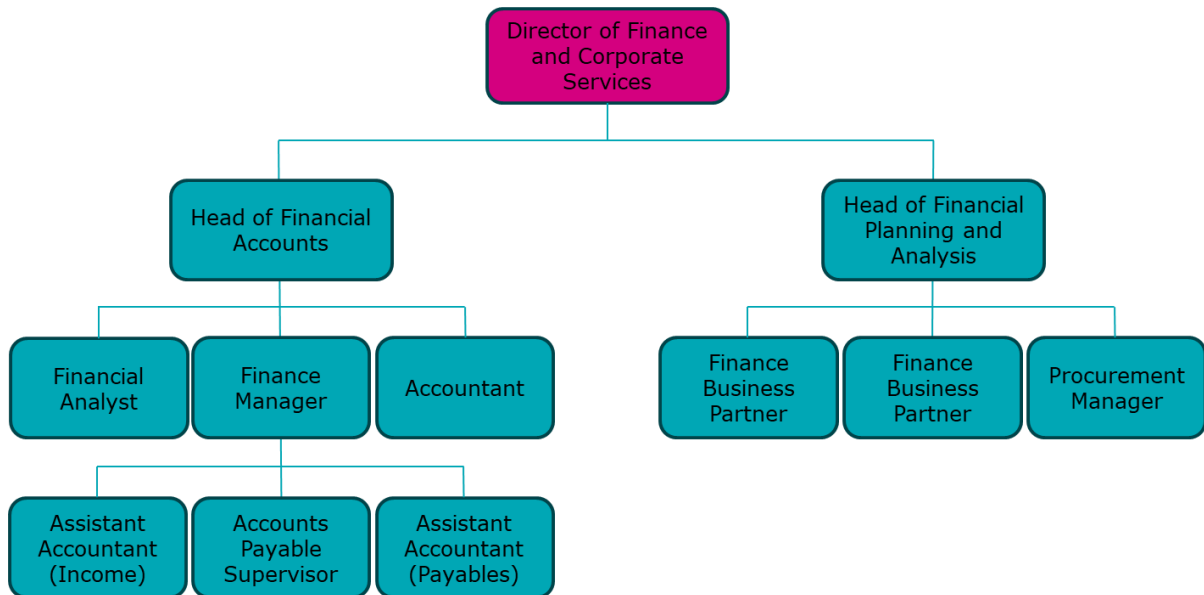
6. Process Improvements and internal control

- a. Develop and maintain internal financial controls and processes. Work with the Finance Manager to retain the integrity and alignment of internal financial controls and processes, including streamlining and improving accounting systems, controls and process environment.
- b. Help to develop a financial procedure manual, desktop procedures and process mapping.
- c. Review existing financial policies and procedures to ensure they are up to date and fit for purpose.

7. Other

- a. To support the Head of Financial Accounts in all other financial management and administration matters.
- b. To deputise for the Head of Financial Accounts on specific areas when necessary.
- c. To cover for the Finance Manager and Financial Analyst in their absence.

Team Structure



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.

Person specification

Essential Qualifications, knowledge, skills, and experience			
Criteria	Application	Test	Interview
Professional UK accounting qualification part qualified (ACA, ACCA, CIMA, CIPFA) / part qualified by experience and proven 2-3 years financial accounting experience.	X		
Knowledge of charity accounting and reporting on the requirements of the Charity Statement of Recommended Practice (SORP).			X
Demonstrable knowledge and experience of donor /restricted funds management and reporting for major donors, trust and foundations.	X		X
Proven experience of introducing or improving internal controls and system processes.	X		X
Knowledge of the Microsoft Office Suite including experience of different accounting software (preferably Business Central/Dynamics), Advanced Excel and Word.	X		X
Holds themselves accountable for delivering on their responsibilities.			X
Builds and maintains effective relationships with their team, colleagues, managers, directors and external partners.	X		X
Excellent communication (written and verbal) skills, demonstrable negotiation and training skills with proven ability to adapt communication style to suit audience.	X		X
Proven ability in working independently, managing time effectively and prioritising key tasks.			X
Experience of VAT & Charity Tax compliance and exemptions	X		X

Desirable Qualifications, knowledge, skills, and experience		
Criteria	Application	Interview
Experience using Business Central Dynamics accounting software.	X	X
Relevant experience in system improvisations/implementation	X	X

Personal attributes		
Criteria	Application	Interview
Self-starter and diligent in their work approach, ensuring deadlines are met.	X	
Flexibility and willingness to take on new areas of work and responsibilities		X
Develops and encourages new and innovative solutions.		X
Excellent attention to detail.	X	X

Our values

Compassion
Collaboration
Integrity
Ambition