

Age UK Sunderland

Job Description

Post: Accounting Technician

Responsible to: Finance Manager

Location: Bradbury Centre

Job Purpose

To assist the Finance Manager with the operation of all financial systems, the prompt and efficient implementation of financial policies, ensure the effective and efficient recording and controls for accounting data, including all income and expenditure, payroll, taxation, Banking, and Fixed Assets.

To assist with prompt and efficient reconciliation, and reporting, for the organisation, and for its subsidiary, and each of its projects and funds.

Job Description

Liaise with Finance Manager & Finance Assistant for operation and maintenance of the task control check list, including Day Books and Batch controls.

Check reconciliations monthly for each bank account, and for each of the ledger control accounts, including the distinct separation of projects and the subsidiary company accounts.

Liaise with colleagues, to maintain and improve internal controls with full and proper authorisation of transactions

Assist and advise on appropriate coding allocation of income and expenditure to the relevant financial accounts, including VAT, and to projects cost centres. Identify and report unusual, difficult, or contentious matters, and to anticipate each difficulty, and action or recommend the appropriate action.

Post relevant journal entries including accruals, pre-payments and deferred income to appropriate project.

Lead payrolls for 100+ staff, and allocating costs over 30+ projects.

Lead and develop our monthly reports production and analysis, for the increasing number of separately funded projects, to ensure accuracy and timing, within the requirements of colleagues

Assist in producing monthly management accounts for senior managers and trustee board meetings.

Lead maintenance of our fixed assets register and depreciation records.

Lead with investigations for project reports, cost controls and allocations, VAT analysis, and Budget variances.

Assist supervise, train and implement ACS policies in supporting colleagues trainees and volunteer support staff.

Assist with ensuring that the organisation maintains and improves Financial Procedures in line with policies, regulations, and statutes.

Support the administration of Charity Log for the organisation.

To abide by and implement all policies and procedures of Age UK Sunderland, including being aware of and being responsible corporately and as an individual for Health & Safety policy.

To undertake all reasonable tasks, in keeping with the level of responsibility of the post, as requested by the Chief Executive.

This post is subject to an enhanced Criminal Records Bureau check.

Age UK Sunderland

Person Specification

Post:	Accounting Technician
Responsible to:	Finance & Administration Manager
Location:	Bradbury Centre

The successful candidate will have the necessary self-driven, hands on, enthusiasm to develop, this new post and add to the achievements and growth of this autonomous self-accounting incorporated Charity, and its subsidiary trading company.

The ideal candidate will be educated to at least an AAT technical qualification.

Age or experience need not be a barrier for a committed candidate; however, experience would be expected to include responsibility for accounting ledgers for Sales, Purchases and Payroll, with exposure to costing, accounting, and reporting systems and methods.

A working knowledge of the regulations for Companies, Payroll and employment laws, would be a distinct advantage.

They must be sufficiently capable to investigate accounting reconciliations and the impact of regulations.

They must be sufficiently capable to take a leading role with the monthly reports production for over 30 separately funded projects.

Experience with Excel and Sage is essential as extensive use is made of internally developed systems on Excel, and with payrolls currently for over 80 staff on Sage.

The right candidate would be expected to work with and become sufficiently competent, to contribute to the maintenance and development of our systems, within the requirements of colleagues and regulations, as we continue to attract new projects.