



JOB DESCRIPTION

This job description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated but require initiative and common sense to be applied.

JOB TITLE: Accounts Executive

REPORTS TO: Chief Executive Officer

DATE: 2nd August 2023

Salary: £25,750 per annum FTE (Role is 22.5 Hours per week pro rata)

PRINCIPAL ACCOUNTABILITIES:

- Accurately maintaining the charity's accounts daily using Xero accounting software including:
 - Posting purchase ledgers to nominal accounts
 - Processing cash/internet sales
 - Reconciling items from the automated bank feed to appropriate nominal accounts, including uploading receipts to accompany postings
- Liaising with payroll company re staff salaries on a monthly basis to ensure accurate salary calculations and posting salary journals
- Calculating staff holiday entitlement and maintaining leave calendar
- Posting expense claims for staff with accompanying receipts
- Maintaining the petty cash tin and float
- Banking cash receipts and posting to appropriate nominal accounts
- Making online payments for staff salaries, expenses, and purchase invoices
- Providing support at year end in the production of annual accounts
- Making regular Gift Aid claims from HMRC
- Liaising with utility companies re bills and contracts
- Liaising with suppliers on invoices and payment
- Preparing documentation for starters, leavers and contract changes for staff under guidance from CEO and HR Trustee
- Providing information to Fundraising Manager of donors for follow up
- Sending thank you letters to large donors
- Distributing annual reports and accounts as required
- Assisting CEO with administrative tasks



SKILLS:

- Good understanding of basic accounting procedures and payroll processes ideally with an appropriate qualification (AAT, ACA, ACCA, CIMA)
- Strong numeracy and analytical skills
- Competent user of Xero accounting package or similar
- Good planning and administration skills
- Good time management and personal organisation
- ICT proficient
- Full driving licence

PERSON SPECIFICATION:

- Professional and confident
- Calm under pressure
- Effective when working independently and as part of a team
- Excellent communication skills (in person, in writing and on the phone) with both staff/team members and the public
- Flexibility and initiative
- Demonstrates drive and determination
- Hard working and positive with a 'can do' attitude