



JOB DESCRIPTION

JOB DETAILS

Job Title	Accountant
Line Manager	Business Director
Location	Glasgow
Operational Committee	Council
Hours	an average of one day a week (0.2 FTE), worked flexibly
Salary Grade	Band D - £20,827 year pro rata
Date of this version	August 2017

JOB PURPOSE

The Accountant supports the Leader, Business Director and Council through the management and delivery of financial information and services.

MAIN RESPONSIBILITIES

1. Monitors departmental income and expenditure in liaison with budget holders through the production of monthly, easy-to-understand, financial management reports;
2. Verifies the validity of balance sheet amounts, and ensures the accuracy and integrity of the financial ledgers;
3. Submits the quarterly VAT return;
4. Prepares quarterly management accounts and reports/papers for Senior Management, Council and Finance Sub-Group;
5. Prepare cash flow forecasts;
6. Prepares additional analyses and management reports as required and agreed with the Business Director;
7. Puts together the annual budget for the whole organisation, in liaison with budget holders;
8. Prepares the year end accounts for audit and deals with all aspects of the internal and external audits;
9. Ensures that the Iona Community meets its financial statutory requirements, including submitting the OSCR annual return;
10. Undertake any other reasonable duties as may be required by the Business Director.

SUPERVISION AND BUDGET RESPONSIBILITY

Oversight of an annual revenue budget of £1.8M.

The post holder has no line management responsibilities for other staff.

LEVEL OF AUTONOMY AND DECISION-MAKING

The work is largely self-directed and driven by the demand for regular and accurate financial information at particular times – e.g. monthly and quarterly management accounts and reports, quarterly VAT returns, end of year accounts. There will be a large degree of autonomy regarding when the hours are worked in order to best meet deadlines.

COMMUNICATIONS

INTERNAL:

The main contacts of the post-holder are:

- Bookkeeper
- Senior staff in Glasgow and the Islands centres
- Council and Finance Sub-Group
- Other Committees responsible for budgets

EXTERNAL

- Auditor and other professionals pertaining to financial matters

COMPLEXITY

The main source of complexity is that the accounts of the Iona Community are complex given the relative small size of the organisation. Retaining an accurate overview of how the charity is performing financially can be difficult. Equally, producing financial updates and reports in an easy-to-understand way for staff and committee members with no financial expertise can be a challenge.

PERSON SPECIFICATION

The post requires considerable experience in financial administration, acquired at a senior management level. A high degree of analytical competence is essential, as is competency in Excel.

Knowledge of the financial framework for the charitable sector is essential, as is sympathy with the Iona Community's aims and objectives.

AGREEMENT

Job Holder's Signature

Date

Immediate Manager Signature

Date