

## Liverpool Charity and Voluntary Services

<b>Team:</b>	Community Accountancy
<b>Job Title:</b>	Community Accountant
<b>Salary Scale:</b>	£23,000 - £25,000
<b>Accountable to:</b>	Senior Community Accountant
<b>Staff Responsible for :</b>	None
<b>Main working contacts:</b>	Voluntary and community groups, other LCVS accountancy and finance team members, external advisors and funders

### Main Purpose of post

To deliver LCVS Community Accountancy Services, primarily preparation of financial statements, independent examination fieldwork and practical support to clients in all aspects of their financial responsibilities.

### Main responsibilities

1. To prepare the accounts of charities and other voluntary and community organisations in line with relevant law and recommended practice, including independent examination fieldwork.
2. To support organisations through the provision of book-keeping services, preparation of management accounts and other assignments including VAT, monitoring for funders, etc..
3. To present financial information and results to management and board meetings of charities and other voluntary and community organisations
4. To maintain an up to date knowledge of charity accounting issues, best practice and sector awareness.
5. To provide financial advice, information, guidance and support to organisations' staff, committees and volunteers.
6. To participate in, deliver and arrange training and development as required
7. To work closely with organisations in designing good accounting systems specific to these organisations..
8. .To maintain confidentiality (subject to review and control procedures) of all information received from organisations.

### General

To work as part of a team and with other staff at LCVS.

To implement and follow organisational policies and procedures.

To undertake necessary training and participate in the organisation's supervision and appraisal system, and identify further training and personal development needs.

To represent LCVS and undertake other tasks in support of the organisation as required by your line manager.

The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.

### **Equal Opportunities**

LCVS is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment.

The policies apply to job applicants, employees, volunteers and users of our services.

### **Job Description**

All jobs are subject to change from time to time and this job description will be reviewed regularly.

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post.

Prepared by:       Graham Wright 17 March 2021

Approved by:       Clare White 19 March 2021

## Person Specification

## Community Accountant

<b>KEY:</b> E= Essential          D= Desirable    P= Practical A= application      I = interview                      R= references <b>S=</b> Short listing criteria		
<b>Requirement</b>	<b>Essential / Desirable</b>	<b>Assess from:</b>
<b>Qualifications</b>		
Accountancy qualification / qualified by experience	D	A <b>S</b>
<b>Knowledge</b>		
Understanding the requirements of charity accounting	E	A <b>S</b> P I R
Working knowledge of voluntary sector	D	A I
Computer literate with experience of Microsoft Office.	E	A <b>S</b> P I
<b>Skills</b>		
Able to prepare financial statements and reports	E	A I P <b>S</b>
Able to manage a complex workload within tight timescales	E	A I R
Ability to train and mentor staff and volunteers in voluntary & community organisations.	D	A I
Able to manage key client relationships	D	A I R
<b>Experience</b>		
Proven record of producing accounts for various organisations	E	A I P <b>S</b> R
Experience of working in/with voluntary sector	D	A I
Experience of working in a professional accountancy practice	D	A I
Training and / or supervising others	D	A, I
<b>Personal Attributes</b>		
Committed to equal opportunities, anti-discrimination, anti-oppressive policy and practice and social inclusion	E	A I
Committed to the values and work of voluntary and community organisations	E	A I
Able to work as part of a team and on own initiative.	E	I R
Enthusiastic and Self motivated	E	A I
Ability to work sensitively with people of differing viewpoints.	E	I R
Ability and willingness to work flexibly including some evening work.	E	I

Able to travel in course of carrying out duties	E	A S I
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