

Liverpool Charity and Voluntary Services

Team:	Community Accountancy
Job Title:	Senior Community Accountant
Salary Range:	£35,000
Accountable to:	Director of Finance and Resources
Staff Responsible for :	Community Accountant(s) & Community Accountancy Technician(s)
Main working contacts:	Voluntary and community groups, other LCVS teams, external advisors and other professional contacts

Main Purpose of post

To lead, manage and develop delivery of the LCVS Community Accountancy Service, providing technical oversight, development of new services and day-to-day support, advice and supervision for members of the team. The role will also involve hands-on delivery of community accountancy services to boards and executives of voluntary organisations, training, file reviews and development of standardised systems representing best practice and ensuring a pro-active and exemplary service to clients.

Main responsibilities

1. To lead, manage and develop all aspects of the community accountancy function provided by LCVS with an emphasis on the quality of accounts preparation, review of independent examination files and advice / support on matters of taxation as they affect community accountancy clients.
2. To provide direct support, financial advice, information and guidance to all community accountancy clients, particularly representing the service at Board level and working closely with organisations who require assistance with financial control and direction
3. To be responsible for the day-to-day scheduling of work of the community accountancy team, ensuring resources are used to maximum effect and that all external deadlines are met.
4. To prepare accounts and undertake independent examination fieldwork for charities and other voluntary and community organisations, completing files in line with relevant statutes and recommended practice, including file review of work undertaken by other members of the Community Accountancy Team.

5. To present financial information and results to management and board meetings of charities and other voluntary and community organisations
6. To maintain an up to date knowledge of charity accounting issues, best practice and sector awareness.
7. To participate in, deliver and arrange training both internally and externally
8. To assist with the strategic development of the community accountancy service including implementation of new ideas & resources to ensure the service provided to clients continues to be cost-effective, compliant and relevant.
9. To maintain and develop the quality of all control procedures and processes in the service.

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

Senior Community Accountant

KEY: E= Essential D= Desirable P= Practical A= application I = interview R= references S= Short listing criteria		
Requirement	Essential / Desirable	Assess from:
Qualifications		
Accountancy qualification	E	A S
Knowledge		
Understanding the requirements of charity accounting	E	A S P I R
Working knowledge of voluntary sector	D	A I
Good knowledge of Microsoft Office, IT Accounting and Payroll Packages.	E	A S P I
Skills		
Able to prepare financial statements and reports	E	A I S
Able to manage a complex workload for both self and a small team within tight timescales	E	A I R
Ability to train and mentor staff and volunteers in voluntary & community organisations.	D	A I R
Able to manage key client relationships	E	A I R
Experience		
Proven record of producing accounts and processing payrolls for various organisations	E	A I P S R
Experience of working in/with voluntary sector	D	A I
Experience of working in a professional accountancy practice	E	A I
Training and / or supervising others	E	A, I
Personal Attributes		
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 locally in course of carrying out duties	E	A S I

