

Job Description:

Charity/Not for Profit Accountant

KM Business Solutions Ltd

Job Profile:

A new post within a well-established Accountancy Practice with a significant Charities portfolio, this is a part-time position – hours to be negotiated.

To support the Director in the Charities / Not for Profit sector (NFP). Experience of all aspects of Charity accounts and regulation, VAT, and Gift Aid. Understanding of other areas of the NFP sector including Community Benefit Societies, Community Interest companies and similar organisations.

Customer liaison point for new clients throughout the practice.

Fully conversant with Microsoft Word and Excel. Working with colleagues towards the end product and compliance. Excellent organisational and customer service skills, good verbal and written communication, day to day support to colleagues and Directors.

Person Specification:

- Would suit someone working in an Accountancy Practice or Charity - not necessarily qualified but experienced in accounting.
- Outward focused
- High level of numerical accuracy
- Proficient in Microsoft Word and Excel
- Ability to work to scheduled deadlines and within time and fees structure
- A good working knowledge of Charities specific legislation in accounts, VAT, Tax and Gift Aid.
- Ability to communicate technical issues to clients in a way they can understand easily
- Organised
- Shows initiative and is flexible to meet the needs of the business

Responsibilities:

- Working within a team of accountants and assistants towards practice goals and objectives
- Managing workloads based upon practice and client priorities
- Maintaining and supporting quality processes and compliance
- Liaising with clients and colleagues
- Working towards practice targets and objectives
- Working within time and fees structures and deadlines
- Liaising with line managers and trainees to support work flow
- Managing regular and ad hoc projects on a day to day basis including Business development