



ACCOUNTANT

JOB DESCRIPTION

Reports to: Finance Director

Supervision of: Accounts Assistant's day to day activities

Job purpose:

To maintain the accounts and related records of The Creative Foundation and its subsidiary, The Creative Foundation Trading Ltd and provide regular timely management information reports on all aspects of the organisations finances, as requested by the Finance Director. The role involves tasks ranging from original entry to trial balance and supports the Finance Director in the compilation of draft accounts and management information. Stringent reporting deadlines within the organisation mean that keeping information on all systems up to date is a priority.

KEY RESPONSIBILITIES

Ongoing responsibilities:

1. Ensure that all purchase, sales, and cash transactions are input and up to date on Sage, that each month's transactions are complete by 10th of the following month.
2. Check that purchase invoices are signed off and supported by purchase order information.
3. Ensure transactions are appropriately allocated to correct cost codes – projects, core costs, etc.
4. Ensure rent invoices are run on time each month and updated to the ledger – this is an automated process on Sage, but requires some checking. Ensure new tenant accounts and automated invoices are set up on Sage.
5. Ensure utility costs are recovered, where appropriate, from tenants, and other costs are re-charged to tenants or contractors where appropriate.
6. Produce Quarterhouse hire invoices, working with the Sales Manager to ensure that all costs are charged.
7. Monitor aged debtors closely and alert the property team and finance director of any defaulters

8. On a daily basis, ensure that standing order receipts into the bank accounts are entered on Sage.
9. Ensure that cash income is checked and banked - usually 3 times per week
10. Ensure cash handling controls are complied with
11. Reconcile the bank accounts monthly, and calculate cleared bank balance at least weekly.
12. Prepare purchase payment BACS files and cheque runs, as directed by the Finance Director.
13. Ensure all filing is kept up to date

Management reporting responsibilities:

1. Calculate accruals and prepayments and set up monthly journals on Sage.
2. Using Sage departments, produce monthly project income/expenditure reports.
3. Using Sage departments, produce monthly income/expenditure reports for Creative Foundation and Creative Foundation Trading Ltd (Quarterhouse).
4. Maintain the Fixed Assets register.
5. Reconcile inter-company accounts quarterly
6. Other such duties as may be required from time to time.

Terms and Conditions: This is a full-time permanent appointment. The terms and conditions are as specified in the contract of employment.

**ACCOUNTANT
 PERSON SPECIFICATION**

	Essential	Desirable
EXPERIENCE		
Significant experience in a commercial financial office or public practice	✓	
Significant experience in using Sage accountancy packages	✓	
Experience within a charity		✓
Experience within a property-related business		✓
Supervision of at least one member of staff		✓
SKILLS		
Proficiency in Outlook	✓	
Proficiency in MS Word 2007	✓	
Advanced proficiency in Excel	✓	
Attention to detail	✓	
Accuracy and speed within a high volume of transactions	✓	
Able to identify and resolve accounting discrepancies	✓	
Effective time management	✓	
ATTRIBUTES		
Ability to stay calm, focussed and motivated under pressure	✓	
Business-appropriate demeanour and personal presentation	✓	
Discretion and confidentiality	✓	
Hard working and energetic	✓	
Diplomatic and determined	✓	
QUALIFICATIONS		
Part qualified accountant, having passed exams to at least level 2 from: ACCA, ACA, ICEAW, CIMA or equivalent.	✓	
Accounting or economics degree		✓