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| **JOB DESCRIPTION** |
| **POST TITLE:** | **Assistant Accountant** |
| **RESPONSIBLE TO:** | Finance Manager |
| **RESPONSIBLE FOR:** | N/A |
| **SALARY/HOURS:** | 16.5 hours per week. £25,079 per annum pro rata |
| **PLACE OF WORK:** | Patchway HUB |

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| **Southern Brooks Community Partnerships** has been established for 30 years delivering a range of services to adults and children across South Gloucestershire including youth work, employment support and support for families and vulnerable adults. We have a strong commitment to volunteers and run 3 of the volunteer centres in the county. It is an exciting time to be working with us as our partnerships grow and our offer develops.  We have a mission of “Strong Communities Powered by People”. We know that successful communities have people who are excited by change, learning and working together, able to influence decision making, have the skills and confidence to be involved in their communities, able to make health choices as well as building and sustaining good relationships. Working with community development values and practices, you will be working with people to make changes in their lives such as building confidence and tackling issues of poor health.**Aims and Objectives**An exciting opportunity has arisen for an enthusiastic, organised and motivated individual to join the Finance team at Southern Brooks Community Partnerships.We are looking for an ambitious self-starter to join the Management Accounting team. They will work closely with colleagues to provide outstanding financial support and information.The successful candidate will be pro-active, comfortable with working with a wide range of people from both a finance and non-finance background, and able to work autonomously. Attention to detail and an ability to work to deadlines are essential.  |
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| * Balance Sheet and Bank Reconciliations in particular Bank reconciliation, grants payments account, prepayments and accruals.
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| * Prepare and process monthly Payroll and journals
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| * Prepayments and Accruals for monthly reporting and year end
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| * Apportioning costs across cost centres
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| * Prepare and send Reports to Budget Holders and support the Budget Holders in understanding, reviewing and drafting their budgets.
* Prepare and send complicated invoices to funders
* In the absence of the Book-keeper - carry payment of bills, expenses and preparation of invoices.
* Assist in the year end preparation for audit.
* Guide and assist in the reconciliation of suppliers and customers accounts, regular monitoring debtors and creditors.
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| **General accountabilities**So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users.We are committed to providing services at weekends and in the evenings and require our staff to work flexibly to accommodate this.Work in compliance with the organisations policies and procedures and its commitment to equal opportunities. Ensure that output and the quality of work are of the highest standard and complies with current legislation. |
| **Special notes and conditions*** All staff will be expected to work across the whole staff team for special events as and when required.
* SBCP is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults and a DBS certificate will be required.
* In return for your commitment and dedication to SBCP we offer, regular training opportunities, active supervision, and individual development plan, together with working in a fully supportive team.
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| **Essential criteria*** Strong numerical and analytical skills
* Prior experience of a project/costing
* Ideally studying towards AAT/ACCA/CIMA.

**Desirable criteria*** Previous experience on the charity sector
* Experience of QuickBooks Online
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| **GDPR 2018**All employees are under a legal obligation not to use or disclose any personal information that comes into their possession during their duties in any unauthorised manner. Duties and obligations under the Act that relate to this post will be explained to the post holder upon appointment. |