

## **ACCOUNTS MANAGER: Job Description and Person Spec**

<b>Hours:</b>	Part-time, 9 hours per week (0.24 FTE). Some flexibility is available over when they are worked to meet office needs, but may include occasional evening or weekend working
<b>Salary:</b>	£8000k pro rata, plus expenses
<b>Contract:</b>	
<b>Location:</b>	Will need to be able to work from our office near Uckfield on at least 1 day per week (ideally Tuesday); flexibility over location for other hours
<b>Holiday:</b>	25 days per year plus Bank Holidays pro rata
<b>Responsible to:</b>	Director
<b>Purpose of role:</b>	To manage and oversee the accounting and wider financial aspects of the Charity, including contributing to the writing of fundraising bids.

### **Key responsibilities:**

1. Oversee the accounts for the Charity and ensure that financial records are kept up-to-date.
2. Maintain the SAGE Accounting and Payroll software system as required.
3. In conjunction with the Treasurer, draft an annual budget and longer-term financial plan and prepare monthly/quarterly and annual accounts to report to the Board of Trustees.
4. Oversee the payroll system and ensure that staff are paid correctly and on time, and reports are made to HMRC.
5. Liaise with Charity's auditors.
6. Monitor the state of the organisation's investments and report to the Board of Trustees.
7. Administer the organisation's pension scheme as required.
8. Oversee the administration of Gift Aid from members.
9. Administer the banking processes for income and expenditure.
10. Deal with correspondence relating to legacies.
11. To support the Charity's fundraising work, in particular through identifying potential sources of grant funding and contributing to the completion of bid applications.
12. Deal with charity members and members of the public by telephone, e-mail and personal contact as required, in particular to provide cover for the Administrator
13. Other appropriate administrative activities, including assisting at public-facing events, as required by the Director.

## **PERSON SPECIFICATION**

### **Essential requirements:**

1. Familiarity with SAGE or equivalent accounting systems.
2. Experience of drawing up basic accounts.
3. Ability to use Excel spreadsheets.
4. Experience of overseeing small payroll systems.
5. Experience of dealing with the public on the telephone, through e-mail and in person.

### **Desirable requirements:**

1. Experience of administration of small pension schemes.
2. Willingness to operate on a flexible hours basis to meet the needs of the office.
3. Familiarity with Gift Aid payment systems.
4. A genuine interest in the Sussex countryside.
5. Ability to drive and owning a car for occasional business use.
6. Ability to work in a small, busy team environment.
7. Good analytical skills and attention to detail.