

JOB TITLE

JOB SPECIFICATION

- Job Title:** Project Accountant (P2P)
- Responsible to:** Financial Controller
- Tenure:** 6 – 12 months FTC
- Location:** Home (occasional travel to London)
- Closing Date:** 14th July 2020

Purpose of job

To implement and manage best practice P2P processes.

Key Responsibilities

- Develop & manage clear P2P processes
- Implement new PO system
- Standardise and improve existing workflows
- Provide training for teams on new processes
- Payment runs
- Weekly bank reconciliations
- Invoice processing
- Manage & control Credit Card usage
- Credit card reconciliation
- Performing other ad-hoc tasks as required

PERSON SPECIFICATION

Essential Skills and Experience

- Numerically literate
- Excellent written and verbal communications skills
- High level of computer literacy
- Able to explain financial issues in a clear and precise manner
- Maintains focus, manages, and delivers under pressure
- Attention to detail

- Highly motivated with excellent inter-personal skills

APPLICATION PROCEDURE

For questions and further details, and to submit an application, please contact: recruitment@libdems.org.uk attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.
- 3) A completed **diversity monitoring form**.
- 4) Please ensure we have the means to contact you by phone and email.

We will be reviewing applications as they come in and reserve the right to appoint prior to the closing date

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Please let us have details of your current salary and two referees including one from your current employer – if you would prefer us not to contact them until a later stage of the selection process, please let us know.

We will notify all applicants when the process is complete.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.

proud to support

time to change

let's end mental health discrimination

The Liberal Democrats are committed to supporting the mental health and wellbeing of all of our staff. That's why we've taken the Time to Change Employer Pledge. We encourage applications from persons with experience

of mental health and are committed to supporting our employees to fulfil their potential and perform at their best in work.”