



## **JOB DESCRIPTION**

### **JOB SPECIFICATION**

<b>Job Title:</b>	Financial/Management Accountant
<b>Responsible to:</b>	Financial Controller
<b>Salary:</b>	Competitive
<b>Tenure:</b>	Permanent
<b>Hours:</b>	Part-time (30 hours per week)
<b>Location:</b>	Central London

#### **Purpose of job**

You will assist the Financial Controller in the provision of an efficient, effective and pro-active finance function that is responsive to the ongoing needs of the organisation.

The role is for a hands-on, newly qualified accountant with a broad range of experience in the preparation of financial statements, financial and management reporting, annual financial planning and VAT.

#### **Key Responsibilities**

1. Assist in producing management accounts for three entities (including variance analysis and balance sheet reconciliations).
2. Prepare key monthly reconciliations including income, inter-organisation transactions & payroll data.
3. Ensure all tax returns are completed and filed appropriately including corporate tax returns and quarterly and annual VAT returns (maintaining our partial exemption methodology).
4. Assist with the preparation of budgets and quarterly forecasts.
5. Working with the Financial Controller on the year end process, producing the statutory accounts & audit.
6. Building relationships across the organisation, offering solutions to problems and providing support.

### **PERSON SPECIFICATION**

#### **Skills and Experience**

1. Qualified accountant (QBE considered).
2. Strong technical knowledge.

3. Advanced Excel skills - ability to manipulate large data sets & building models (essential)
4. Experience with partial exemption VAT returns (essential).
5. Experience of Microsoft Dynamics and Jet reporting (highly desirable).
6. Proven ability to improve processes where needed (essential)
7. Experience working in a charity or other third sector organisation (desirable).
8. Stakeholder management, relationship builder and collaborator.

### **APPLICATION PROCEDURE**

For questions and further details, and to submit an application, please contact: [recruitment@libdems.org.uk](mailto: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.

**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.

**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."*