

## Financial Accountant

**Location:** High Holborn, Central London (currently homeworking)  
**Salary:** In the region of £35-40k per annum (depending on experience) pro rata for a six-month contract, plus benefits  
**Contract:** Temporary (six months)  
**Hours:** Full time, 37.5 hours per week  
**Start:** TBC January 2020  
**End:** 30 June 2021  
**Closing date:** 21 December 2020, or when post filled  
(applications will be reviewed on a rolling basis)

### Job Description

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<b>Purpose</b>	To lead a project to change ICNARC's accounts software and to support the Financial Controller and her team during a six-month period of transformation.
<b>Responsible to</b>	Financial Controller
<b>Internal relationships</b>	The Financial Accountant will work closely with the Financial Controller, two Finance Officers and the Finance Administrator. The Finance Team forms part of the wider Operations Team (incorporating HR, IT and Data Protection) and reports to the Head of Operations. The Financial Accountant will also work closely with other members of ICNARC staff on specific accounting and reporting tasks.
<b>External relationships</b>	External customers, suppliers, auditors and banks.
<b>Location/Environment</b>	ICNARC office (central London). (Please note, all ICNARC staff are working from home for the time being, due to the pandemic.)

### Principal Duties and Responsibilities

The Financial Accountant will:

- Lead the introduction and implementation of QuickBooks (accounts package). This will include the accurate, efficient transfer of financial data from ICNARC's current accounts package, Exchequer, to QuickBooks in the first quarter of 2021. He or she will then manage the secure archiving on Exchequer of financial data relating to prior financial years, ensuring it can still be accessed readily when required for the next six years.
- Support the Financial Controller with accounts and financial forecast preparation (including quarterly management accounts, accounts for year ending December 2020, and financial forecasts for year ending December 2021). This will include trial balance, income/expenditure, and balance sheet preparation.
- Assist the Financial Controller in completing a thorough VAT review and implementing any recommended changes to ICNARC's VAT treatment.
- Deputise for the Financial Controller during her absence on Jury Service in May 2021.

### General duties and responsibilities as an employee

- To work as part of a team and contribute to the overall aims and objectives of the organisation
- To be an advocate for the organisation
- Attend staff meetings and training as required
- All staff are required to operate in accordance with ICNARC's values, policies and procedures, including but not limited to, Health and Safety, and Data Protection

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.

### Person specification

Requirements	Essential	Desirable
<b>Educational attainment</b>	<ul style="list-style-type: none"> <li>• A recognised accountancy qualification (CIMA, ACCA, AAT), or demonstrable equivalent experience</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• IT skills to a high standard, including Microsoft Office</li> <li>• Good understanding of QuickBooks accounts package</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of accounts packages including Exchequer</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant use of QuickBooks</li> <li>• Preparing Year End Accounts, including Trial Balance</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing accounts under the UK charities SORP</li> <li>• Project management and implementation</li> <li>• People management, whether as a line manager or on projects</li> </ul>
<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Teamworking</li> <li>• Good communication skills – both written and verbal</li> <li>• Good interpersonal skills</li> <li>• Flexibility, resilience, and a positive attitude</li> <li>• Attention to detail and high numeracy skills</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Efficiency, reliability, and close attention to detail</li> </ul>	

	<ul style="list-style-type: none"><li>• Courtesy and a professional manner</li><li>• Excellent team-working and ability to develop and maintain good relationships with others</li></ul>	
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