

JOB DESCRIPTION- ASSISTANT ACCOUNTANT

Reports to: Finance Director

Location: Noa House (Golders Green)

Hours: 30 hours per week

Salary: £35-40,000 per annum pro-rata depending on experience

Holiday entitlement: (Taken in Hours) 28 days FTE including bank holidays, plus Jewish holidays when Noa is closed.

General Description

Noa Girls is seeking an experienced AAT Level 3 Assistant Accountant with strong accounting and financial skills to maintain the accounting records for the charity and be an integral part of the Noa team. You will ideally have experience of the charity sector and have strong command of Quickbooks or similar.

As the sole assistant accountant reporting to the Finance Director, you will play a leading role in the financial management of Noa Girls by providing financial rigour, as well as supporting with general management decision-making at Noa. Your role will encompass general bookkeeping functions, banking and payment processing, grant reporting and supporting audit preparation.

We are looking for someone who can engage with the charity's stakeholders at all levels from the trustees, chief executive and staff to volunteers, visitors and grant funders.

With significant experience, you will be an effective and committed team player and enjoy contributing to the running and continued development of Noa.

Key Tasks and Responsibilities:

Bookkeeping

General bookkeeping functions to be completed in accordance with the charity's reporting timeline include:

- Daily recording of income and expenses
- Reconciling bank accounts and credit cards
- Send invoices and receipts to donors/grantors where requested
- Ensure robust process for issuing invoices
- Send monthly invoices for service users' contributions
- Load payments for all invoices onto banking platform on a weekly basis
- Ensuring monthly actuals are uploaded correctly each month including correct allocation of income and expenses as well as any necessary journals
- Apply for Gift aid where appropriate

Reporting and advising

- Produce reports on donations and spending
- Produce reports on spending allocated to specific projects ensuring robust recording of grant income and updating expense actuals
- Produce budgets for grant submissions
- Support in the preparation of information for trustee meetings
- Maintain the fixed asset register
- Bad debt reporting

Payroll

- Load payroll payments onto banking platform
- Design and set up management reports as required

Audit preparation

Supporting the year end schedule for audit submission for review by the finance director which includes

- Prepare ledger accounts for financial year
- Prepare grant information for the audit
- Prepare final audit balance information for review by finance director
- Calculate the prepayments and accrual journals
- Input the asset (depreciation) and accrual journals

General Support

- Monitoring the accounts email and answering all the queries
- Timely identification of information requests and timely communication with Noa senior leadership team
- Supporting the management of all charity campaign donations and gift aid

Person Specification:

- AAT level 3 bookkeeper
- Experience of working with a multidisciplinary team (desirable)
- Excellent working knowledge and experience of Quickbooks (desirable) and or other bookkeeping software
- Experience of being able to build reports in accounting software
- Experience of establishing systems and allocating payment and income into classes
- Experience of supporting audit preparation
- Good knowledge of Microsoft Office packages including advanced Excel
- Experience of charity sector (desirable)
- Ability to multi-task and effectively communicate with finance and non-finance staff
- Knowledge of Donorfy (desirable)
- Excellent communication skills at all levels
- Ability to prioritise work and work to tight deadlines
- Team player with the ability to keep calm under pressure
- Strong organisational skills
- Positive can-do attitude

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The bookkeeper will be expected to carry out such reasonable duties as may be requested from time to time by the CEO. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Noa Girls' operational procedures.