



Job Description

Job title: Accountant (mid-range)
Reporting to: Accounts manager
Position Type: Full time
Salary: Competitive
Location: Northwest London
Start Date: ASAP
Deadline for applications: 23:59 24th October 2021

About the role:

The Zahra Trust is looking for an experienced Accountant to join its growing team. With excellent attention to detail and a proven track record of achieving results, complying with regulators and working well under pressure, the ideal candidate will strive to achieve ensure that the charity's finances are managed to the highest standard.

Reporting to the Accounts Manager, the Accountant will oversee and administer day to day Accounting responsibilities, working across departments to ensure that budgets and spending are carefully monitored. The successful candidate will also be required to liaise with external stakeholders including suppliers, regulators and donors.

Job Description

Main responsibilities:

- Data entry and storing electronic records
- Providing effective financial support and administration
- Bookkeeping and financial reporting
- Developing, operating and managing computerised financial systems
- Obtaining invoices from suppliers for record-keeping, ensuring the procurement process is adhered to across the organisation
- Email and telephone communication with internal and external stakeholders
- Following up on missed payments
- Ensuring transaction processing for both accounts payable and receivable, is completed accurately and in a timely manner
- Day to day financial administration including in relation to finance systems, invoice processing, month-end, petty cash etc.
- Ensuring compliance with internal controls and regulators on a day-to-day basis
- Monitoring and evaluating the value for money of day-to-day expenditure
- Processing orders for goods and services

- Ensure clear audit trails are kept on file throughout the year in anticipation of external audits
- Facilitate compliance with external audits
- Provide timely and accurate advice to internal stakeholders regarding best practice
- Manage the collection, recording, reconciliation, and banking of monies
- Produce and submit monthly VAT reclaim statements to HMRC
- Prepare payroll information - including contract variations, adjustments, starters/leavers, pension contributions, tax - on a monthly basis
- Budget development and management
- Any other finance related tasks required

Personal specification:

- Education to degree level with relevant education and/or training in a relevant field to the role (essential)
- Have demonstrable financial ability (essential)
- Experience in the Charity sector (desirable)
- Good knowledge of financial and charity regulators and their requirements as well as their recommendations of good practice (desirable)
- Effective written and verbal communication and excellent interpersonal skills (essential)
- Ability to build effective working relationships with a wide range of people (essential)
- Excellent numeracy skills and good data analysis skills (essential)
- Competent at managing conflicting deadlines (essential)
- Excellent attention to detail (essential)
- Competent use of IT packages, including Microsoft Office-particularly Microsoft Excel-and financial management systems (essential)
- Have strong organisational skills and excellent time management skills (essential)
- Have the ability to work well as part of a team as well as working independently (essential)
- Have the drive and commitment to succeed (essential)
- Have a can-do attitude and problem-solving mentality (essential)
- The ability to take a professional approach whilst being flexible, using best judgement to arrive at reasonable and sound decisions (essential)