



The Edmund Trust

Job Description

Job Title Accountant
Salary £32,494 – 35,857
Date April 2022

Job Details

Line manager: Head of Finance

Job Summary

To Assist the Head of Finance.

Be responsible for the technical aspects of the day-to-day operation of the Finance department; to provide a professional, confidential, effective and efficient service to internal and external users of the Finance department.

Provide day to day supervision to the Credit Control & Payroll Manager, Sales Ledger Clerk and Purchase Ledger Clerk

Key responsibilities:

- Assist the Head of Finance, deputise in their absence
- Assist the Head of Finance in providing operational financial management reports, financial modelling and analysis, in a timely manner
- Assist the Head of Finance with financial statistical returns to purchasers of services, grant making bodies, sponsors or similar bodies
- Assist the Head of Finance in supporting bids, grant applications, Gift Aid returns and other fundraising activities and reconciling spend for submission to the grant provider
- Provide support and guidance to managers with budget holding responsibility, in The Edmund Trust and its subsidiaries
- Monitor and support the activities of the purchase ledger function, sales ledger and payroll
- Reconcile receipts from Local Authorities
- Reconcile recharges and statement of funds.
- Reconciliation of bank accounts
- Oversee the administration of petty cash and check returns
- Manage the fixed asset register
- Reconcile Control Accounts

- Analysis of salary costs between departments. Analysis of support hours by service.
- Bank, Credit Card and Petty Cash reconciliation
- Reconciliation of housing rent
- Client Contribution.
- Maintain Gift register
- Experience of a complex payroll

Corporate Compliance

- undertake training as requested by the Company
- adhere to and promote the Company's policies, including Health and Safety and Equality and Diversity
- adhere to confidentiality and security of information at all times and in line with the GDPR and company protocols
- carry out any other duties as reasonably requested from time to time

Note: Post holders have a responsibility to comply with and promote The Edmund Trust values and policies, including Health & Safety and Equality and Diversity.

This job description is not intended to establish a fully comprehensive list of tasks but outline the main role responsibilities.