# Job description

## Key details

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| **Job title** | Community Accountant |
| **Employment status** | Full-time |
| **Duration** | Permanent |
| **Salary/Wage** | £44,231 per annum |
| **Hours** | Monday – Friday with some occasional evening and weekend working |
| **Line manager**  **Co- Ordinated by** | Voice and Representation Manager  METRO GAVS Strategic Lead |
| **Employer** | METRO Charity (The Metro Centre Ltd) |
| **Location** | Main location of work is METRO Woolwich, although some homeworking can be accommodated if desired |
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| **Employer** | METRO Charity (The Metro Centre Ltd) |
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## Job outline

The Greenwich Community Accountancy Programme will provide finance and accounting capacity and skills development to Voluntary and Community Sector (VCS) groups and organisations within the Royal Borough of Greenwich. This will help them to become more financially sustainable during the cost-of-living crisis and long-term. The role of the Community Accountant is to lead, manage, and coordinate the programme, and be responsible for all outputs and outcomes.

## Main tasks

1. Provide intensive one-to-one support to small-and-medium-sized organisations in relation to finance and accounting, including the analysis of their current, and potentially complex, financial and accounting policies, practices, and procedures
2. Develop new and/or improved project, programme, and/or service delivery models for small-and-medium-sized organisations in relation to finance and accounting
3. Deliver and facilitate workshops and trainings with small-and-medium-sized. organisations which enable collective learning and problem solving in relation to finance and accounting (including Microsoft Excel).
4. Continue development of a digital resource hub in relation to generic financial and accounting tools, as well as information, advice, and guidance on current financial needs and issues.
5. Proactively promote the Greenwich Community Accountancy Programme through a range of physical channels and digital communication methods, with the Development Officer and Communications and Network Support Officer.
6. Oversee all processes within the Greenwich Community Accountancy Programme, including budget monitoring, risk management, analysis of qualitative and quantitative data, and evaluation and reporting
7. Keep abreast of current issues, developments, legislation, and guidance in relation to finance, accounting, and the UK economic climate.
8. Support small-and-medium sized organisations in financial and economic crisis to ensure their overall viability and sustainability
9. Support the development of funding bids and applications.
10. Responsible for preparing Safer Greenwich statutory accounts.

## Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO’s policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO’s Information Governance policies.
4. In line with METRO’s policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

# Person specification

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| Knowledge & Experience | Skills & Abilities | Essential  /Desirable | Application Form/ Interview/ Test |
| Educated to degree level or five years’ experience of working in finance and accounting |  | E | AF |
| At least four years’ experience working or four years volunteering with the Voluntary and Community Sector |  | E | AF |
| Completion of a recognised accountancy qualification (e.g. AAT) |  | E | AF |
| Extensive and wide-ranging knowledge of the regulations relating to finance and accounting within the Voluntary Sector |  | E | AF / I |
| Experience of developing budgets and associated monitoring for funding bids up to £200,000 |  | E | AF / T |
| Understanding of the financial systems required for trading and donation income within the Voluntary Sector |  | E | AF / I |
| Able to engage & communicate effectively with a wide range of stakeholders |  | E | AF/I |
|  | Able to negotiate in complex systems | E | AF / I |
|  | Resilient and persistent | E | AF / I |
|  | Able to prioritise, and use own initiative, in a multi-tasked, fast-paced, and complex environment | E | AF / I |
|  | Able to manage and produce reports, and interpret qualitative and quantitative data | E | AF / T |
| Experience and understanding of working with a range of communities with protected characteristics |  | E | AF / I |
| Experience of organising workshops, trainings, and/or networking events, both in-person and virtually, meeting different needs and requirements |  | E | AF / I |
|  | Able to use and develop different types of digital infrastructure for finance and accounting purposes | E | AF / I |