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5 February 2024

Dear Applicant

Thank you for your interest in the post of **Community Accountant**.

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form should be sent to arrive no later than 9:00am on 6th March 2024 by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form.

Interviews, likely held over Zoom, will take place on 4th April 2024.

For further information regarding this post please contact Naomi Goldberg on **020 8305 5000** or **by email naomi.goldberg@metrocharity.org.uk**.

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

METRO Woolwich
1st Floor Equitable House
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50B Duke Street
Chelmsford
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METRO Gillingham
Long Catlis Road
Parkwood, Rainham
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ME8 9PR

METRO GAD
The Forum at Greenwich
Trafalgar Road
London
SE10 9EQ

METRO New Cross
The Mulberry Centre
15 Amersham Vale
London
SE14 6LE

Job description

Key details

Job title	Community Accountant
Employment status	Part-time
Duration	Permanent
Salary/Wage	£37869 pa [pro rata for four days a week] equating to £30,295
Hours	28 hours a week, Monday – Friday with some occasional evening and weekend working. This post would suit applicants looking for flexible, part-time work.
Line manager	Voice and Infrastructure Manager
Employer	METRO Charity (The Metro Centre Ltd)
Location	Main location of work is METRO Woolwich/ Outreach in Royal Borough of Greenwich. The post holder will be expected to work in the office or via outreach one day per week

Job outline

METRO Charity is seeking a qualified accountant or highly experienced bookkeeper to support smaller voluntary and community organisations in the Royal Borough of Greenwich so that these organisations are more proficient at bookkeeping, budgeting and fundraising. The post holder will work with the committed and enthusiastic METRO GAVS team specifically, which provides support to the voluntary and community sector in the Royal Borough of Greenwich, and with other members of the broader METRO team as required.

Main tasks

1. To support individual small voluntary, faith and community organisations with budget development, management accounts and sourcing independent examinations of accounts.
2. To work with individual voluntary and community organisations to recover the trading and donation income that they have not obtained during the COVID pandemic;
3. To provide training for groups on financial/accounting literacy.
4. To link with the fundraiser within the Community team in the Council and with METRO GAVS Development Officers, and with other relevant METRO staff
5. To advise on financial systems, accounting practice and budgeting for funding bids.

6. With others in the METRO GAVS teams, support organisations to adapt and enhance their fundraising practices particularly in areas such as trading, legacies and donations.
7. To attend meetings with organisations, face to face and remotely.
8. Using existing online materials, adapt tools/ procedures/ financial monitoring systems so that small groups can understand and implement financial concepts
9. To be responsible for the provision of monitoring information to the Royal Borough of Greenwich for the whole funding programme

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

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview/ test
At least 2 years' experience of bookkeeping using an online accountancy package		Essential	Application
AAT, ACMA, ACCA, ACA or CIPFA Qualified or part qualified		Desirable	Application
GCSE or equivalent in English Language and Mathematics		Essential	application
At least 2 years' experience of working in the voluntary and community sector		Essential	application
An understanding of the financial needs of small voluntary, faith and community organisations (turnover of less than £50k)	Ability to interpret and explain financial accounts	Essential	Application /Test
	Able to develop and run training programmes	Essential	Application /interview/ test
Understanding of local government and trusts funding requirements		Essential	Application /interview
	Able to advise and support community organisations about financial management	Essential	Application /test
Understanding of issues related to equality and diversity as they relate to stigmatised communities, with particular reference to individuals with protected characteristics		Essential	Application /interview
	Good written and verbal communication skills	Essential	Application /test/interview
A record of delivering tasks and projects to a high standard and to deadline	Ability to work in a team	essential	Application /interview
Understanding of unrestricted funding e.g. legacies, gift aid	Able to work flexible hours, involving occasional evenings and weekends	essential	Application /interview.
Experienced in the use of excel, word, outlook and zoom	Ability to plan and prioritise a varied workload	essential	Application /test

Understanding of how to develop and maintain professional relationships		essential	Application /interview