



## Job Description

### Accountant

<b>Job Title</b>	Accountant
<b>Salary</b>	£28,000 - £38,000
<b>Hours</b>	37 hours per week (part-time considered)
<b>Benefits</b>	5% Pension Contribution, 22 days annual holiday + 3 concessionary days & bank holidays (pro-rata for part-time hours)
<b>Location</b>	The Dudson Centre, Stoke-on-Trent, and some work at client premises, with some allowance for flexible/ hybrid working
<b>Special Conditions</b>	Ability to travel in and around Stoke-on-Trent, with occasional weekend/evening work
<b>Responsible to</b>	Community Accounts Manager

As a Community Accountant you will provide a comprehensive range of accountancy services to Voluntary and Community and Social Enterprise (VCSE) organisations.

The postholder will support charities, CICs and social enterprises by delivering statutory accounts, management accounts, payroll support and advice on financial systems, while promoting and developing VAST's accountancy services to ensure sustainability, accessibility and high-quality outputs.



## Role and Responsibilities

### Accountancy & Tax Services

- Carry out preparation of statutory accounts, management accounts and bookkeeping services for charities, CICs and social enterprises.
- Carry out the necessary work for an independent examination report to be signed.
- Preparation of Corporation Tax returns.
- Preparation of financial reports for presentation to trustees and attendance at meetings to present as necessary.
- Provide advice, support and training on key aspects of financial management, including:
  - Budgeting
  - Preparing management accounts
  - Recording and management of restricted funds
  - Cash flow forecasting
  - Project costing
- Provide support and training on the setting up of good financial systems, including cash books, paper trails, computerised accounts, spreadsheets and internal financial controls.
- Provide cover for payroll preparation services if required.
- Provide basic advice and telephone support on matters such as payroll issues, annual returns, cash flow forecasts and charity accounts.
- Provide advice and support on financial legislation, including:
  - Charities Acts and Regulations
  - Accounting and Reporting by Charities (SORP)
  - Companies Act
  - CIC Regulator
- Develop and promote the provision of accountancy and payroll services both geographically and economically, ensuring the sustainability of the service and the quality of outputs.

VAST Services (1920)

Dudson Centre, Hope Street, Hanley, ST1 5DD

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## Team & Organisational Support

- Provide assistance to the Finance & Business Operations Director, Community Accounts Manager and Finance & Business Operations Manager as required.
- Provide holiday and sickness cover for other accounts staff as and when required.
- Maintain and support VAST's Finance Forum as a network for finance professionals in the VCSE sector.
- Ensure a high quality and appropriate service is accessible to all sections of the local VCSE Sector.

## General Requirements

- Participate in regular supervision and VAST team meetings.
- Undertake training and CPD as required for the role.
- Maintain a collaborative and flexible approach to VAST's work.
- Support the promotion of VAST and its services.
- Carry out any other duties that may reasonably fall within the scope of the role.

**Notes:** All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade of the post. This post is subject to a three-month probationary period.



## Person Specification

<b>Qualifications</b>	
Full UK driving licence & access to a vehicle	<i>Essential</i>
A Recognised Accountancy Qualification or extensive equivalent experience	<i>Essential</i>
Practising Certificate or other eligibility to carry out Independent Examinations	<i>Desirable</i>
<b>Knowledge</b>	
Understanding of payroll processing and reporting requirements	<i>Desirable</i>
Understanding of VAT and Corporation Tax	<i>Essential</i>
Understanding of Charity Finance and Charity accounting regulations	<i>Desirable</i>
<b>Skills and Experience</b>	
Experience in carrying out Independent Examinations	<i>Desirable</i>
Preparation and review of management accounts and budgets	<i>Desirable</i>
Experience of providing advice and support and training on financial systems and accounting requirements	<i>Desirable</i>
Bookkeeping	<i>Desirable</i>
Ability to present financial reports to non-financial staff and trustees	<i>Essential</i>
Experience using computerised accounting systems	<i>Essential</i>
Ability to assess information and produce objective reports	<i>Essential</i>
Experience in supervising and training staff	<i>Desirable</i>
<b>Personal Qualities</b>	
High level of attention to detail and accuracy	<i>Essential</i>



Methodical approach to managing workload and data management	<i>Essential</i>
Ability to plan and prioritise own workload	<i>Essential</i>
Ability to work under pressure and to deadlines	<i>Essential</i>
Strong interpersonal and communication skills	<i>Essential</i>
Ability to relate to people from a wide range of backgrounds	<i>Essential</i>
Flexible and adaptable approach to work	<i>Essential</i>
Ability to work effectively as part of a team	<i>Essential</i>
Willingness to learn and adapt to new systems	<i>Essential</i>
Confidence in advising non-financial stakeholders	<i>Essential</i>
Proactive and solution-focused approach	<i>Essential</i>
Commitment to equality of opportunity and inclusive practice	<i>Essential</i>

## Equity, Equality, Diversity & Inclusion (EEDI) and Equal Opportunities Statement

VAST is committed to fostering a workplace culture where equity, equality, diversity and inclusion are central to everything we do. We believe that our strength comes from the diversity of our people, partners and communities, and we are dedicated to creating an environment where everyone feels valued, respected and able to thrive.

We recognise that people have different experiences, needs and barriers, and we are committed to advancing equity by providing the support, adjustments and opportunities individuals require to participate fully. We also promote equality of opportunity by ensuring that no applicant, employee or volunteer is treated less favorably based on any protected characteristic.

In line with the Equality Act 2010, VAST is committed to ensuring that all stages of our employment practices – including recruitment, selection, development and progression – are free from unlawful discrimination. We welcome and encourage applications from people of all backgrounds and



lived experiences, including those who are underrepresented in leadership roles across the voluntary and community sector.

We are dedicated to removing barriers, designing inclusive processes, and continually improving our practices to reduce the impact of bias and support fair outcomes for all. This includes welcoming requests for reasonable adjustments during the application and interview process, enabling candidates to demonstrate their skills and strengths on an equitable basis.

At VAST, everyone is welcome. We celebrate difference, champion inclusion and work to ensure that all individuals feel a genuine sense of belonging as part of our organisation.