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## **Finance and Accounting Executive (part-time: 15 hours per week)**

The charity Reading Force seeks to connect military families through shared-reading. Over thirteen years, and now operating internationally, we have shown that involvement leads to increased closeness, improved communication – and great fun.

Reporting to the Finance Manager of Reading Force, this is a key post within our charity to manage and maintain accounting, finance and associated administration.

A part-time post (15 hours per week), we offer the opportunity to be part of our close-knit team, within an inclusive environment and working for a very worthwhile cause. This is a hybrid role with flexible hours blending remote-working with occasional requirement to meet the team in person.

**Job purpose:**

1. To manage and maintain the RF accounting processes in a timely manner.
2. To manage and maintain the underlying accounting data, including postings to relevant ledgers, to enable the organisational Report and Accounts to be prepared in a timely manner.
3. To manage and maintain staff payroll and the reimbursement of expenses.
4. To support the costings process that enables applications for funding.

**Essential skills**:

* Accounting experience (preferably with Sage or an alternative accounting software package)
* Familiarity with managing payroll and expenses
* Minimum two years proven accounting experience

**Specific duties of the role:**

**Financial record-keeping:**

* Book-keeping – ensuring timely payment of invoices and posting of receipts and the filing of associated documentation.
* Bank reconciliations – ensure bank statements are reconciled to the ledgers monthly
* Management accounts and budgets – assist the Finance Manager with preparation of data to produce annual budgets and cashflow forecasts, monitor and update monthly.
* Management accounts reporting – prepare monthly income and spend reports, including those for management and board meetings, highlighting issues and opportunities.
* Compliance – manage the preparation and production of the Annual Report and Accounts for approval by the Board of Trustees. Liaise with Reading Force external accountants for review and finalisation and submission to the Charities Commission.
* Staff payroll – manage the process by monitoring timesheets, keeping logs of hours worked, annual leave and sickness days, liaise with our external payroll bureau, and pay staff on time. Ensure staff expenses are correct, approved by the director and paid on time.
* Assistance with the costing of funding applications, securing quotes from suppliers and working with the leadership team to create bids for external funding

## **Person Specification:**

* Used to working in an accounting environment, able to work to deadlines and shows initiative
* Ability to organise work effectively, prioritising work to meet movable deadlines; willingness to accept the need to respond to ad hoc requests for information, sometimes at short notice, and do so promptly.
* Confidence and accuracy in the use of written and spoken English.
* Computer literate with good understanding of Outlook, Excel and ideally Sage (or an alternative accounting software package)
* Customer focussed - Ability to develop and maintain good working relations with internal and external colleagues.

**How to apply**

Please send us a letter, explaining why you want the job and why you think your contribution to Reading Force could be particularly helpful. Send to [camille@readingforce.org.uk](mailto:camille@readingforce.org.uk) along with a copy of your CV. Your application should be with us by the end of Monday 9th October, and interviews will be held online on Friday 20th October.