

Accounts Officer

**Permanent
Full Time 35 hours per week**

**Up to £25,400 (dependent on experience)
Ross-on-Wye Office with partial home working possible**



Accounts Officer

Reports to: Finance Manager Management of: No management

Overall purpose and objectives

To provide efficient and accurate day to day processing of the sales ledger, banking and providing support/cover to other team members as required. To support the organisation with accounting related queries and assist in the development and implementation of financial controls and procedures.

Key responsibilities

Work closely with the other Accounts Officer to provide an accurate, helpful and effective accounting service to MCS; in particular:

- Sales ledger and banking
- Provide cover for the other Accounts Officer for holiday / sickness / times of increased workload
- Support of grant applications and claims
- Improving processes and procedures
- Other administrative items and supporting the Finance Managers' / Director of Finance and Resources in all aspects of the finance department, as required.

Main duties

Responsible for the sales ledger and banking

- Produce sales invoices, track receivables, (where appropriate, working with Fundraising to) chase overdue payments and work with the Finance Manager to ensure that income is accurately coded, income is processed in the correct company and that VAT is correct.
- Administer incoming cash receipts and the regular banking as required, matching receipts to invoices and remittance advices and ensuring that all income (working closely with Fundraising and Marketing teams and whether posted via ThankQ CRM or directly) is accurately coded, posted to the correct company and that VAT is correct.
- Reconcile income between the CRM and Access Financials accounting system.
- Prepare spreadsheet and import income received via the charity's website.
- Produce a monthly reconciliation between the sales ledger and nominal ledger.
- Claim and record Gift Aid in a timely manner.
- Bank cash and cheques weekly or as required.
- Manage, post and reconcile petty cash.
- Calculate and post monthly subscriptions in advance.
- Bank mandates administration.

Provide cover for the other Accounts Officer for holiday / sickness / times of increased workload

- Check and post supplier invoices and expense claims and ensure that invoices and expense claims are paid in a timely manner. Ensure that all payments are appropriately authorised and that coding and VAT classification are accurate.
- Maintain the purchase order system, making changes to users, codes etc. as required.
- Calculate and post monthly prepayments.

Support the application and claiming of grants

- Under the direction of the Trusts & Grants Finance Manager, assist the Fundraising team by providing documentation and information to support the application and claiming of funding grants.

Responsible for improving financial processes and procedures

- Produce detailed, accurate process notes for financial procedures.
- Advise the Finance Manager and Director of Finance and Resources on amendments to processes and procedures that would increase the efficiency of the finance team and/or improve internal controls.

Other

- Review and distribute finance post.
- Maintain the annual recycling of archived accounts.
- Support the Finance Managers’ and Director of Finance and Resources in working with auditors, the bank, tax authorities and contractors.

General duties

All colleagues are required to act responsibly in terms of the health, safety and welfare of yourself and colleagues in accordance with our Health & Safety Policy and Procedures, and our employee policies.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders may be requested to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by their Line Manager.

Knowledge and experience (what you’ll know)	
Essential	Proven bookkeeping skills and ability to work in an accounts office environment Proven ability to work in a busy office environment Proven ability in data analysis and problem solving Working towards a book-keeping/Accounting Technician qualification or equivalent experience Expertise in accounting software packages Knowledge of accounting for VAT Detailed knowledge of sound financial practice, controls, procedures and systems
Desirable	Experience of Access Financials accounting software Knowledge of partial exempt VAT Experience of charity accounts First Aid and/or Fire Warden Certificate
Skills & abilities (how you’ll do it)	
Essential	Good MS Word and excellent Excel skills and understanding of database applications Excellent planning and organisational skills, including time management Attention to detail to make the right information available and demonstrate commitment to a high degree of accuracy Ability to assimilate information from a range of sources, and to present financial reports in a clear and straightforward manner Creative and pro-active approach to systems developments Effective communication skills and the ability to establish and manage relationships with a wide range of colleagues, able to explain financial information to those with limited financial experience
Personal Qualities (what you’ll bring)	
A personal style in line with MCS’s values: supportive, approachable, responsible, reliable A good team player who can recognise where support is required and is able to prioritise effectively to help in all aspects of work at MCS A highly motivated individual, able to work on their own initiative	

How to apply

Our recruitment process involves removing all the personal information from your CV and motivation statement – our application software does this automatically but you might want to remove your name, contact information and social media links before you upload to preserve the look of your CV.

Please apply for this role at this link <https://mcsuk.fairhire.careers/jobs/>

If you would like to contact us to request an adjustment that would support you fully taking part in a recruitment process please email hr@mcsuk.org

What we need to see

Your CV – we use a blind hiring platform so when you upload your CV, the information will be re-formatted with all your personal information removed. You can edit the information after upload.

A motivation statement - tell us how your experience meets the role requirements by referring closely to both the job description and the person specification. Include examples of your work or experiences which show how you will meet the job criteria and person specification and what skills you bring which would make you successful in the role.

Your **motivation statement** should also let us know what inspired you to apply for this role with us – tell us what it is about our work that attracted you to the organisation and the position.

We find that stronger applications have this statement – to give yourself the best opportunity for this role, please ensure you include it. No need to write pages, one side of A4 would be perfect, two would be more than enough so try to limit yourself.

We understand that the application process can be difficult if you have a condition or disability that you live with. We want to make it as easy as possible for you to shine during your application process, so please let us know what we can do to accommodate you.

Selection process

If you're invited to an interview, you may be requested to prepare a task in advance, or take part in a group activity as part of the assessment process – we'll let you have all the details in the invitation to interview. We will also invite you to talk to us about any reasonable adjustments which would support you in fully taking part in the interview process.

The legal bit

If you're successful, all offers of employment are conditional, subject to the following:

- We are not licensed to issue work permits so candidates are required to provide proof of eligibility to work in the UK and will be required to present original documents if invited for interview. Information on what you'll need to show will be provided as part of the invitation to attend an interview but you can read more on the Home Office UK Border Agency website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- receipt of two references which are satisfactory to MCS
- your driving licence and insurance, if using a vehicle is an integral part of your role

If you would like to speak to us please call the HR team on 01989 561574

Key dates

Closing Date:

Sunday 19 September 2021

Interviews:

Friday 1 October 2021

Our Vision



Our vision

Seas full of life - seas and coasts where nature flourishes and people thrive.

Our mission

To lead political, cultural and social change for healthy seas and coasts that support abundant marine wildlife, sustainable livelihoods and enjoyment for all.

Who we are

Our scientists, campaigners, volunteers, advocates, data experts, fundraisers, divers and researchers are all passionate about creating a sustainable future for our seas.

What we stand for

Science and people - our staff, volunteers, supporters and partners - are at the heart of everything we do.

We act because everyone relies on the ocean to survive, from the air we breathe to the food we eat. By helping people to discover, value and enjoy being connected to our seas, we can all make better decisions today, which will ensure seas full of life for future generations.

We believe in fair, open and accountable democratic institutions, in an inspired and engaged society that values the sea and in businesses that are sustainable.

We are committed to being inclusive and promoting diversity.

What we need to achieve

We need to stop taking too much out of our seas – MCS will work to ensure sustainable use of the seas by minimising harm when we harvest resources, for example, through fishing.

We need to stop putting too much into our seas – MCS will work to prevent and clean up marine litter and pollution, and to minimise damage from development and climate change.



Working with MCS

Hours of work	Our normal full-time working week is 35 hours. We offer Time Off in Lieu (TOIL) where you may have been required to work in excess of your standard hours and we have a flexible approach to our daily start and finish times in order to support you in balancing your work and home life.
Annual leave	We offer 25 days annual leave per annum increasing with service to 30 days. Bank Holidays are additional and all entitlements are pro rated for part-time or fixed term contracts. Your entitlement to leave increases with service, to a maximum of 30 days after 10 years with us. We also close between Christmas and New Year which can be extra to your annual leave entitlement.
Work/Life Balance	We are supportive of flexible working practices and aim to help you balance your role with your home life. We give you a day to take for your own volunteering. Our offices have a relaxed dress code.
Occupational sick pay	MCS seeks to support our team members when they have periods of sickness and once through the probationary period you are entitled to occupational sick pay equivalent to 8 weeks at full pay followed by 8 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts)
Learning & development	MCS recognises that its employees are fundamental to its success, and seeks to provide an outstanding and distinctive social and working environment in which both the organisation and its employees can flourish and achieve their full potential. We seek to employ and develop high calibre and high-performing staff in order to meet our strategic objectives.
Pension & Benefits	We will auto-enrol all employees into our stakeholder pension scheme after 3 months' service. On a monthly basis, MCS will contribute the equivalent of 6% of your annual salary into our scheme, with you contributing 2%. You may choose to make personal contributions when you commence employment with us, and at any time from then. We are part of the Cycle Scheme to help you buy a bike using salary sacrifice. Our office in Ross-on-Wye has free parking.

Equality & Diversity at MCS

Everyone can expect to be treated with consideration and respect and MCS is committed to providing an inclusive environment for all. Good working relationships release the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination, harassment or violence.

MCS is an equal opportunities employer, welcoming applications from all sections of the community, particularly those that are under-represented in environmental and charity sectors.

Registered Charity No:
Registered Office:

1004005 (England & Wales) SC037480 (Scotland)
Overross House, Ross Park, Ross-on-Wye, HR9 7US