

## Accountant (Fundraising and Legacies)

|                    |                   |                          |   |
|--------------------|-------------------|--------------------------|---|
| <b>Job Level</b>   | Level 4           | <b>Job Reference No:</b> | #11676                                    |
|                    |                   | <b>Role review date:</b> | N/a                                       |
| <b>Directorate</b> | Income Generation | <b>Function</b>          | Finance                                   |
| <b>Service</b>     | Record to Report  | <b>Reports to:</b>       | Accounting Manager<br>(Income Generation) |

### Scale and scope of role

|  |     |  |     |
|--|-----|--|-----|
| <b>Direct reports</b>                            | 0   | <b>Indirect reports</b>                    | 0   |
| <b>Budget responsibility/<br/>accountability</b> | N/a | <b>Accountable for<br/>other resources</b> | N/a |

### Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis. We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives. We are part of the Red Cross and Red Crescent global humanitarian network.

### Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

### Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

### Purpose of the role

The job purpose of an Accountant is to manage and oversee the financial aspects of an organisation, ensuring accuracy, compliance with accounting standards, and providing timely and relevant financial information.

Specifically, we are looking for a diligent and methodical Accountant to manage the financial processing and reporting of the **Fundraising and Legacy directorate**. This role is primarily focused on core accounting duties, including income recognition, reconciliations, and financial controls, ensuring accuracy and compliance with charity accounting standards. Previous experience working with Fundraising teams or Legacies is preferable but not essential.

## Key responsibilities

### **Audit**

- Work within established audit control systems to deliver specified outcomes or provide general support. Legacies in particular is a high risk audit area due to the size of our portfolio.
- Resolve issues arising from audits and refer serious or contentious issues to the audit programme leader.

### **Financial Compliance**

- Identify, within the team, instances of non-compliance with the organisation's policies and procedures and/or relevant regulatory codes and codes of conduct, reporting these and escalating issues as appropriate.

### **Analytics & Data Management**

- Collate and analyse data using pre-set tools, methods, and formats. Involves working independently.
- Manage basic aspects of the data management system with guidance from senior colleagues. This includes being responsible for developing or operating basic elements of the data management systems to deliver prescribed outcomes.

### **Financial Guidelines & Protocols**

- Organise and prepare complex documents using a variety of applications for technology devices such as standard office software. Also responsible for gathering and summarizing data for special reports.
- Resolve queries from internal or external customers or suppliers by providing information on complex processes and the related policies, referring to others where necessary for interpretation of policy.
- Contribute to the development and delivery of financial policies, guidelines, and protocols to ensure the company complies with regulations and good financial practice.

### **Team Member**

- Actively participates in all team meetings.
- Supports other team members.
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics)

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

## Pre-engagement checks

### Person Specification

| Requirements   | Evidence obtained through Shortlisting (S), Interview (I), Assessment (A) |          |          |
|--|---|----------|----------|
|  | S   | I        | A        |
| <b>Knowledge and Skills</b>  |   |          |          |
| <b>Essential</b>   |   |          |          |
| - Proven ability to ensure attention to detail and financial integrity.  |   | I        |          |
| - Knowledge of identifying any risks associated with financial systems, to propose controls or actions to mitigate such risks, and to monitor such controls. |   | I        |          |
| - Adept in providing internal stakeholders with knowledgeable, helpful advice and guidance on financial issues.  |   | I        |          |
| <b>Desirable</b>   |   |          |          |
| - Previous experience working with Fundraising teams or Legacies.  | S   |          |          |
| - Proficient in using software and systems to analyse data.  | S   |          |          |
| <b>Experience</b>  | <b>S</b>  | <b>I</b> | <b>A</b> |
| <b>Essential</b>   |   |          |          |
| - CIMA/ ACCA, part of fully qualified by experience or equivalent qualification.   | S   |          |          |
| - Experience of effectively communicating with internal and external stakeholders to deliver timely information.   |   | I        |          |
| - Maintenance of organisational and regulatory compliance.   | S   | I        |          |
| - Experience of challenging assumptions on financial issues where appropriate.   |   | I        |          |
| <b>Desirable</b>   |   |          |          |
| - Experience of working within a complex finance function.   | S   |          |          |
| - Able to proactively address any issues raised.   |   | I        |          |
| <b>Additional requirements</b>   |   |          |          |
| <b>Essential</b>   |   |          |          |
| - Ensures inclusive practice, challenges discrimination and promotes diversity in line with our <b>Equality, Diversity and Inclusion (EDI) policy</b> .      |   |          |          |
| - Ability to undertake occasional international travel as required.  |   |          |          |

## Values in Action

**Dynamic** - We move forward as one team.

- Every day, we're adapting, innovating and learning.
- When the unexpected happens, we are calm, quick and efficient.
- We respond smartly, using clear processes and systems.

**Compassionate** - We stand for kindness.

- People come first, no matter who or where they are.
- We have genuine, open-minded conversations.
- Together, we're a united force for good.

**Inclusive** - We are open to all.

- We treat each other with dignity and respect.
- Every person's uniqueness is valued, supported and celebrated.
- Our individual backgrounds and experiences make our organisation stronger.

**Courageous** - We are bold.

- We show our strength by doing the right thing.
- We aren't scared to test our creative ideas.
- As humanitarians, we go the extra mile to help people in crisis

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.