

ROLE DESCRIPTION

Post:	Financial Accountant
Remuneration:	£42,640 per annum (Pro-rata 0.4 FTE actual £17,056 p.a.)
Contract:	Permanent
Hours:	15 hours per week, flexible days/hours, hybrid office/home working
Location:	Dementia Adventure, Unit 11, Old Park Farm, Ford End, Essex, CM3 1LN.
Responsible to:	Head of Operations

[Dementia Adventure](#) is a national, multi-award-winning charity established in 2009. We think differently about dementia. We take a unique approach to supporting people with dementia, focusing on what they *can* do. We believe that with the right support, everyone with dementia can get outdoors, experience the well-being benefits of nature and enjoy more active and fulfilled lives. We provide supported breaks (Adventures) and dementia training for family, friends, professionals, and organisations.

Our vision: A more active and fulfilled life for everyone living with dementia.

Our mission: Supporting people with dementia to get outdoors and experience the benefits of nature.

Values: Positivity, Care, Connection, Empowerment, Inclusivity.

The Role

As a Financial Accountant at Dementia Adventure, you will play a vital role in supporting the financial health of our organisation, helping ensure we maintain effective, sustainable financial practices that align with our charitable mission. This role offers the chance to be involved in various financial functions, from accounts management to budgeting and statutory compliance.

Main Duties and Responsibilities:

1. Manage accounts payable and receivable process, ensuring prompt payment and accurate records
2. Managing purchase and sales ledgers, performing bank reconciliations, and preparing monthly management accounts
3. Processing payroll and ensuring compliance with HMRC submissions
4. Monitor PCI-DSS compliance throughout the organisation and take credit/debit card payments whilst in the office
5. Prepare and submit VAT returns, PAYE submissions, and manage TOMS VAT requirements.
6. Preparing budgets, forecasts, and cash flows; providing regular updates to the Senior Leadership Team, Finance sub-committee and the Board.

7. Prepare, manage and keep up-to-date departmental and project-related budgets, restricted and ring-fenced budgets and spend for respective funders
8. Prepare Year-end statutory accounts following Charity SORP FRS 102
9. Maintain the fixed asset register
10. Attend Finance sub-committee meetings
11. Oversee' the Administrator in their bookkeeping capacity
12. Collaborate with the Operations & Finance team to optimise financial operations and support the ethos and the policies of the charity
13. Ensure compliance with accounting standards and keep current with best practices.

PERSON SPECIFICATION

Ideal Candidate: Qualified by experience or qualified CIMA / ACCA / ACA accountant with 2-3 years of work experience in a comparable organisation.

Experience & Skills

- An in-depth understanding of charity finance regulations and VAT implications (particularly TOMS) and the implications of business/non-business income would be useful
- Proven experience in financial reporting, forecasting, cash flow management, budgeting and controls
- Strong organisational, analytical, and problem-solving abilities, with an eye for detail and high standards.

Communication Skills

- Able to prepare and present both written and verbal reports to an excellent standard
- Excellent communication skills; translating complex financial information for a non-financial audience.

Interpersonal Skills

- Honesty, integrity and discretion
- Ability to demonstrate personal drive and commitment to work.

Organisational Skills

- Able to work independently with a high degree of accuracy and efficiency
- Proven time management skills and ability to prioritise workload and meet tight deadlines.

Team Working

- Able to work effectively and efficiently within the Dementia Adventure team.

Information & Communication Technology Skills

- Advanced Excel skills, proficiency in Xero, and experience with CRM and cloud-based IT tools (e.g., Google and Microsoft).

Equal Opportunities & Diversity

- Demonstrable commitment to the principles of equal opportunities and diversity
- Aware of and sensitive to the needs and issues faced by people living with dementia and their carers.

Monitoring and Evaluation

- Effectively collect and collate monitoring data for social impact reporting.

Other

- Willing and able to travel on occasion

- Willing to learn and take on new skills as may become necessary
- Any other duties commensurate with the post agreed with the line manager
- Demonstrable commitment to the ethos of equality, diversity and inclusion.

Equality, Diversity and Inclusion: Dementia Adventure is committed to equality, diversity and inclusion and is keen to ensure that anyone who comes into contact with the organisation and its services is treated with warmth, dignity and respect, irrespective of who they are and what protected characteristics they may have. We are an equal opportunities employer and encourage applications from all suitably qualified persons regardless of race, sex, disability, religion/belief, sexual orientation or age.

Benefits:

- **Annual Leave:** 25 days plus 8 bank holidays (FTE pro-rata), with one additional day per year of employment up to a max of 30 days.
- **Flexible Working:** Hybrid schedule with flexible days/hours.
- **Pension:** Contributory work-based pension scheme.
- **Other:** A supportive, inclusive work environment with additional staff benefits.