

**JOB DESCRIPTION – Finance Accountant**

<b>Service</b>	Recovery Connections Limited
<b>Job Title</b>	Finance Accountant
<b>Base</b>	Middlesbrough
<b>Hours</b>	37.5
<b>Salary Range</b>	£30,000
<b>Reports to</b>	CEO
<b>Purpose of Job</b>	<p>You will be employed by Recovery Connections Limited, which is comprised of two elements, Recovery Connections Limited and Recovery Connections Enterprises Limited.</p> <p>Recovery Connections Recovery Connections is a peer led drug and alcohol recovery support service providing a range of support and intervention of support and intervention for those striving for and achieving abstinence-based recovery.</p> <p>As part of the Middlesbrough Recovering Together Partnership and Gateshead Recovery Partnership, Recovery Connections delivers a recovery and abstinence-based service including family and young people’s recovery support. The service will have Asset Based Community Development ethos as its core approach.</p> <p>Recovery Connections Enterprises is a social enterprise linked to the main charity.</p> <p>This element comprises of Fork in the Road (café), The Venue (event space) and The Flower Shed (florist).</p>

	<p>The social enterprise restaurant provides work experience and employment to long term unemployed and ex-offenders, as well as providing good quality food tailored to the evening diner that wants good quality, freshly cooked food. The event space will mirror the ethos and values of the restaurant. The flower shed will offer affordable flowers for events and the local community. Each element of Recovery Connections Enterprise Ltd will provide work experience and training to the community we serve. The purpose of the Finance Accountant role is to deliver accurate, timely and effective finance information and analysis of both Recovery Connections Limited and Recovery Connections Enterprise Limited finance management systems.</p> <p>The role will also focus on assisting the CEO and Business Manager in the production of monthly and quarterly management accounts and in the preparation of annual accounts. You will be involved and responsible for the preparation and maintenance of annual revenue and capital budgets. The review of rents, purchase ledger, subsidiary accounts balance sheets, management accounts, invoices and the day to day transactional accounting and book-keeping.</p>
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### Management Accountability

The CEO who will provide direct line management supervision.

### Key Responsibilities:

- To assist the CEO and Business Manager with year-end and statutory audit planning.
- Ensure financial procedures are adhered to in line with all relevant statutory bodies.
- Produce up to date financial reports including financial analysis, costing information and management reports.
- To ensure financial procedures are adhered to in line with the Charity Commission guidelines.
- Responsible for maintenance and management of Recovery Connections Limited and Recovery Connections Enterprise Limited accountancy, budget and financial monitoring systems.

- Produce robust, accurate and timely reports for internal use and for funders as required to ensure projects are performing against financial plans.
- Produce robust, accurate and timely reports for the business to aid the bidding process.
- To provide accurate information to Senior Management and the Board of Trustees to aid financial decisions.
- Liaise with accountants to ensure regular finance and business reviews.
- To undertake regular performance reviews and identify areas of risk.
- Support project improvement.
- To oversee the performance and ongoing development of a Social Enterprise, incorporating event space, food venue and florist.
- Support and oversee fixed asset management process.
- Support process improvement to support profitability analysis.
- Maintain/manage and audit financial processes.
- Maintain/manage, rents/purchase, ledger/subsidiary, accounts/balance sheets and management accounts.
- Comply with all legal and health and safety requirements.
- To ensure that all services are delivered to a high standard in line with Recovery Connection's policies, procedures and best practice.
- To drive the organisation's mission, vision and key objectives.

Person Specification: Finance Accountant		
Quality	Desirable/ Essential	How Assessed
<b>Qualifications</b>		
Appropriate professional accountancy qualification for example AAT Qualification.	Essential	Application Form
<b>Experience</b>		
Managing and auditing financial processes	Essential	Application Form / Interview
Producing detailed finance reports within deadlines whilst prioritising and delegating work appropriately.	Essential	Application Form / Interview/
Experience of working on multiple projects	Essential	Application Form / Interview
Experience of financial management in the Charity sector	Essential	Application Form / Interview/
Ability to work individually and as part of a team	Essential	Application Form / Interview
Ability to provide advice and guidance and to develop and influence others	Essential	Application Form / Interview
Post qualification experience	Desirable	Application Form/Interview
Demonstrable project management skills	Desirable	Application Form / Interview
Experience in accountancy	Essential	Application Form / Interview
Experience in accountancy in a small organisation	Desirable	Application Form / Interview
Ability to liaise with accountants	Essential	Application Form / Interview
Experience in management of budgets, reporting and providing timely information	Essential	Application Form / Interview
Effective oral and written communication skills.	Essential	Application Form / Interview
The ability to work methodically, interrogate data and to produce accurate purposeful reports and proposals.	Essential	Application Form / Interview

Good numeracy skills with the ability to read and interpret financial information detailed in management and audited accounts.	Essential	Application Form / Interview
Ability to use a variety of IT packages i.e. Excel and other office packages.	Essential	Application Form / Interview
Demonstrable ability to develop and maintain positive and constructive working relationships with colleagues and partners.	Essential	Application Form/ Interview
Ability to work autonomously to prioritise tasks, identify and work to deadlines and to manage time effectively.	Essential	Application Form / Interview
Commitment to equality and diversity	Essential	Application Form/ Interview
Ability to give and receive feedback objectively and sensitively and a willingness to challenge fairly and constructively.	Essential	Application Form / Interview
Ability to be flexible, creative and self-motivated in approaching complex organisational issues.	Essential	Application Form / Interview
Willing to work in cooperation with the team and flexibly within your role.	Essential	Application Form / Interview
An understanding of and commitment to work within the aims and principles of the Charity Commission, Care Quality Commission and other Regulators.	Essential	Application Form / Interview
Commitment to the mission, vision and values of Recovery Connections	Essential	Application Form / Interview
Maintenance of general financial administrative tasks	Essential	Application Form / Interview
Knowledge of finance and accounting functions. Preparing balance sheets, variance analysis, and budget preparations.	Essential	Application Form/Interview
Experience of completing statutory returns	Essential	Application Form/Interview

**This post is subject to a Disclosure & Barring Service check at an enhanced level.**

**Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.**