



JOB PROFILE

Job Title	Project Accountant
Reports to	Finance Director
Department	Finance
Location	Compassion UK, Weybridge, Surrey

Introduction

In response to the Great Commission, Compassion UK exists as an advocate for children, to release them from their spiritual, economic, social and physical poverty and enable them to become responsible and fulfilled Christian adults. This entire purpose is embodied in the phrase:

Releasing children from poverty in Jesus' name

Compassion UK is a Christ-centred organisation committed to the Church. As such, we value:

- Integrity
- Excellence
- Stewardship
- Dignity

Christ centred – We confess that Jesus is the Christ and He is Lord of our lives and of the ministry. Our love of Jesus compels us to love others as He commands and to honour Him in all that we do.

Committed to the Church – The Church is the great hope for the world and is God's instrument to advance the Kingdom of God. We mobilise and connect the global Body of Christ to fulfil her mandate for holistic discipleship of children in poverty.

Context

The Finance Department contributes to Compassion UK's (CUK) strategic and operating success by managing its finances in line with UK Charity Law, SORP and best accounting practice.

Job Purpose

Work within the Finance Department, supporting the Finance Director by undertaking management responsibility for the finances of CUK, in line with UK Charity Law, SORP, and best accounting practice. Responsible for the provision and development of the financial information including systems and maintaining key stakeholder relationships.

Key Outcomes

- Reconciliation of income processing systems and accounting system;
- Respect, uphold and work within CUK's Christian Ethos and Values;
- Other accountancy support.



Core Responsibilities

1. Reconciliation of income processing systems and accounting system;

- Reconciling the income processing system and accounting software following training from the finance director.
- Upon completion of the project, training and handing over to the Financial Controller

2. Respect, uphold and work within CUK's Christian Ethos and values

- Work in accordance with the Christian ethos and values of the organisation at all times, actively demonstrating the practical outworking of these values and taking personal responsibility for how your individual attitude and actions impact on the Christ centred working of Compassion;
- Assist in ensuring that services provided actively promote, maintain and articulate the Christian ethos and values as laid out in our Covenant Charter, Statement of Faith, Core Values and Ethos Statement;
- Assist in promoting inclusivity within the organisation, so the organisation continues to champion diversity whilst maintaining a clear Christian distinctive.

3. Other Accountancy support;

- Having completed the reconciliation of the income processing system, other tasks such as reconciliation of the balance sheet accounts, posting journals and assisting with the preparation of the management accounts would be available.

This job profile is not intended to be exhaustive but merely a guide to the main areas of responsibility. Any substantial changes to this job profile will be discussed fully with the post holder.



Person Specification

<i>Christian Ethos</i>	<i>Essential</i>	<i>Desirable</i>
Able to agree to respect, uphold and commit to working within Compassion's Christian mission, values and faith statements	✓	
<i>Qualifications & Experience</i>	<i>Essential</i>	<i>Desirable</i>
Demonstrate practical experience of complex reconciliation work	✓	
Fully qualified Accountant	✓	
Experience of Microsoft Dynamics GP (or similar accounting packages)		✓
Experience of CRM software		✓
Experience of preparing accounts	✓	
Experience of preparing management reports		✓
Experience of preparing journals and reconciling accounts	✓	
Advanced Microsoft Excel skills (Pivots, lookups, import/export)	✓	
<i>Attributes</i>	<i>Essential</i>	<i>Desirable</i>
A personal alignment with the values of integrity, excellence, stewardship and dignity; with an ability to reflect these values through work ethic, decision making, conversation and in relationship with others	✓	
A deep sense of personal connection to Compassion's ministry to children in poverty and an eager desire to play a part in accomplishing its mission		✓
A team player who recognises the benefits of collective effort and mutual cooperation; fully committed to working with others, exchanging information and making choices to build consensus and achieve shared goals	✓	
An ability to perform to a high standard, add value and contribute in a meaningful way; eagerly desiring to go above and beyond to accomplish outcomes with excellence and enhanced productivity and performance	✓	
Able to organise his/her work	✓	
An ability to be creative, innovative and flexible; exploring change, providing new and useful ideas and approaches to your work	✓	
Analytical and flexible approach to decision making and problem solving; with the ability to make swift and sound decisions within the role	✓	
Able to grasp new concepts quickly and adapt to working within a growing environment	✓	
Able to hold the broader picture in mind in order to plan and maximise the efficiency of individuals, resources and time	✓	
Able to think analytically, work logically and appropriately apply judgement	✓	
Able to work to deadlines	✓	
Able to work extended/flexible hours if required		✓
Able to meet the requirements of the position with or without reasonable adjustment	✓	



INFORMATION FOR APPLICANTS

Job Title:	Project Accountant
Hours of work:	Flexible Monday – Friday, 21-35 hours per week
Location:	Compassion UK, Weybridge, Surrey
Travel:	Not required
Salary:	To be confirmed at interview

Statement of Faith: Compassion is a Christian organisation. The post holder will be part of the Capacity Department, which is responsible for ensuring the smooth running of the organisation. As part of the Finance Management Team, they will also be helping to represent, promote, maintain and ensure the transference of the Christian ethos of Compassion UK. One area of the interview will therefore explore your active **personal commitment to the Christian Faith** and ability to promote the Christian ethos of Compassion and enable others to experience, explore and express the faith based motivation of its work. All applicants for any role in Compassion UK should be able to agree to respect, uphold and commit to working within Compassion UK's Christian faith based ethos, faith statements and values and for this post be able to agree with the Statement of Faith (as referred to in the Application papers).

Applicants with disabilities will be welcomed.