

# Assistant Accountant



**Hours of work:** 25 hours per week- days flexible

**Location:** Wylde Green Sutton Coldfield

**Department:** Finance

**Full Time Equivalent (FTE) salary details:**  
£17,297 FTE

As an Assistant Accountant you will report to the Finance Business Partner and work closely with the other members of the finance team. You will provide support to the service supporting disabled children, or young people and their families. This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Some flexibility may be considered over the hours and work pattern.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit [www.kids.org.uk](http://www.kids.org.uk).

**Our vision is a world in which all disabled children and young people realise their aspirations.**



# What We Do

KIDS are a national charity, founded over 48 years ago, providing a wide range of support services to disabled children, young people and their families. We support children with any disability from birth to 25 years of age. We also offer our support to the whole family with the aim of giving disabled children a brighter future.

*“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”*

We cannot change a diagnosis and we cannot cure but we can, and we do, make a very real difference to the lives of families with a disabled child through high quality, practical and tailored services delivered by dedicated professional staff. KIDS provides over 120 different services and works with 80 local authorities throughout England. **In 2017-2018 we supported over 15,000 disabled children, young people and their families.**

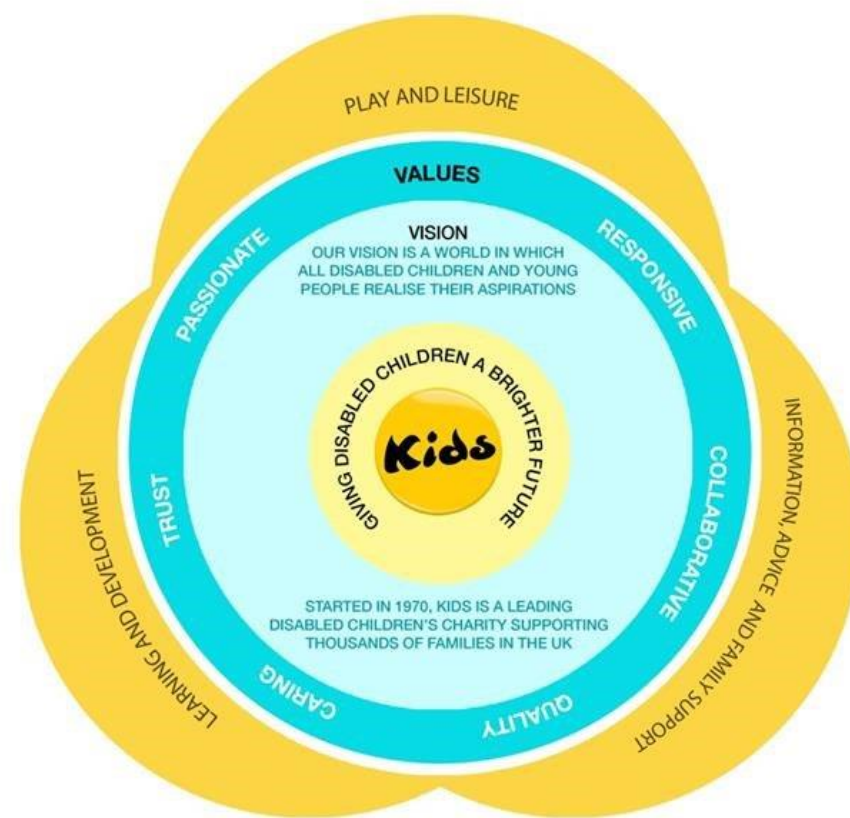
## **Our values**

*We are passionate  
We are collaborative  
We believe in quality  
We are responsive  
We are caring  
We are trusted*

We are passionate about making a life-changing, positive difference to the lives of disabled children, young people and their families. Everything we do places the child at the centre of our support, our services then focus on providing care, which wraps around the child within their family.

To learn more about our corporate strategy, please visit  
<https://www.kids.org.uk/Pages/FAQs/Category/trustees>.

Our values underpin the work that we do with children, young people, and families in three main areas of their lives — we call these our “circles of support”.





# What You Can Expect

## Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS is a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



## Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance after 6 months service
- Strong sense of achievement from doing meaningful work
- Generous holiday entitlement
- Extra week of holiday after 4 years' service
- We are happy to talk flexible working

# Safeguarding



**KIDS Safeguarding Board acts in an advisory capacity to monitor and continuously improve safeguarding practices throughout the organisation. To read our safeguarding policies, please click on the links below:**

[Safeguarding Children and Young People Policy](#)

[Safeguarding Vulnerable Adults Policy](#)

[Disclosure and Barring Service Policy](#)

KIDS are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.

As part of our commitment to safeguarding KIDS has a safeguarding board with representatives from all parts of the organisation. The board meets regularly to review policy and practice as well as to disseminate learning and good practice. KIDS have a designated safeguarding lead at director and at trustee level.

KIDS follow safer recruitment principles and all staff and volunteers working with children, young people or their families have DBS checks, regular supervision and also safeguarding training.

We work closely with families and co-operate fully with other agencies to take all reasonable steps to minimise the risks of harm to a child or young person's wellbeing. We recognise that whilst not all risks can be eliminated, we must operate in an atmosphere of safe uncertainty. This means that children and young people must feel secure and safe in the face of reasonable risks, but should never be knowingly or unknowingly put in a position of significant harm or abuse.

# Job Description



## Overall Purpose of Role

- Reporting to the Finance Business Partner and working closely with the other members of the finance team, the individual will assist with maintaining accurate accounting information including the preparation of general ledger journals and reconciliations.



## Key Relationships

### Internal

- Report directly to the Finance Business Partner.
- Working closely with the Assistant Finance Business Partner, and Transactional team.
- Liaising with budget holders, administrators and payroll

### External

- Suppliers
- Local Authorities

## Working Context

- The Assistant accountant will take a flexible approach to their working arrangements, particularly in relation to re-assignment of duties across the finance department that may be necessary when colleagues are away or during peak periods of work.
- It is preferred that the Assistant Accountant does not take leave over the month end period. If it does become necessary, full cover arrangements will be necessary before this is agreed.
- The Assistance Accountant will at all times represent KIDS best interests as a national charity.



# Key Responsibilities

- Managing the fixed asset register for the organisation
- Accurately recording additions and disposals
- Posting monthly depreciation charge
- Maintain and process prepayments and accrued expenditure within month end time frames
- Raise Purchase Orders for Finance
- Reconcile Control accounts
- Assisting the finance team with year-end audit
- Assist with new system projects and upgrades to all finance related systems.
- Prepare Fundraising Income reports and make adjustments to ensure accurate recording of the income
- Maintain the Nominal ledger hierarchy for reporting
- Run monthly finance reports and send to budget holders
- Carry out any other duties as assigned
- The assistant accountant will work as a member of the KIDS Finance Team covering for colleagues in the event of annual leave, holidays, etc and other adhoc tasks appropriate to the role.





# Key Responsibilities

**‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner**

## **Safeguarding Policies and Procedures**

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. To work within the standards required by relevant regulatory bodies.
3. To ensure that the safeguarding and risk for each young person is reviewed regularly.
4. To safeguard the health, wellbeing and safety of the young people, and if any concerns arise, to immediately report any concerns in line with KIDS policies and procedures.
5. To create a culture of safeguarding ensuring the welfare of young people is paramount and that all staff are committed to safeguarding.

**KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.**



# Person Specification

## Proven Ability

- Ability to undertake reconciliations, to accurately maintain the fixed asset register and control accounts
- Good verbal communication skills; liaising with colleagues
- Excellent accurate, logical and methodical approach to work with the ability to pay close attention to detail
- A degree of competence in the use of spreadsheets and other desktop software.
- Good time management skills with the ability to effectively organise and prioritise workloads.
- Teamwork – work co-operatively and productively with others and provide support to the finance team.
- But also to be able to work on own initiative with a minimum of supervision for owned tasks.
- Sound procedural judgement.
- Conscientious, thorough and reliable
- A good understanding of computerised financial accounting systems.

## Education/Qualifications

- Literacy and numeracy skills
- Maths and English GCSE grade C and above or equivalent





# Person Specification

## Desirable criteria

To be able to carry out this role it is desirable that you have the following characteristics:

- All round experience in an accounting environment with 2 years experience
- Advanced spreadsheet skills highly preferable

## Desirable Education/Qualifications

- Have a sound accounting knowledge
- Studied or studying accountancy to some level

**Thank you for choosing KIDS. We look forward to receiving your application.**