

JOB DESCRIPTION

Last revised: 2026

JOB TITLE:

Accounts Manager

REPORTING TO:

Chief Executive Officer

LINE MANAGER:

Charity Development Manager

JOB PURPOSE

- To maintain up to date and accurate Financial and asset records for EYECAN
- To communicate effectively with the Treasurer, CEO, Charity Development Manager and Community Team Manager, providing financial information in a timely and accurate manner, necessary for the Management team and the EYECAN Committees to function properly and to make informed decisions.
- To work with the Treasurer to enable the Management Committee to fulfil their responsibilities for the proper financial governance of EYECAN.,
- In conjunction with the CEO, Accountancy Support Officer and Treasurer, to prepare analysis and accrual information to support the preparation of regular reporting, budgets and the annual financial statement.
- To monitor the cash balance and funding requirements for the business to ensure adequate funding is in place and respond accordingly.
- To attend the Financial Sub Committee and support the preparation of papers and minutes for that specific meeting.
- To be proactive in looking for opportunities for grant applications, advising the CEO thereof.
- In consultation with the Charity Development Manager, assist in the preparation of and submit regulatory returns to the Charity Commission, Jersey Financial Services Commission and others as required.
- To manage the administration and submission of claims under the Lump Sum Donation Scheme.
- To take appropriate steps to manage financial risks that could impact EYECAN significantly.
- To contribute to the preparation of annual budget acceptable to the Management Committee and ensure sound financial management of EYECAN within that budget, proactively highlighting any variances.
- Ensure EYECAN's effective use of technology to maintain its financial records and reporting requirements
- To apply EYECAN's policies, processes and procedures for all aspects of its financial functions
- When required, assist with the process of payment and accounting for staff salaries and benefits
- To administer the day-to-day bookkeeping functions of EYECAN
- Manage ad-hoc projects and admin duties as they arise from the Business Plan.

KEY RESULT AREAS

- To effectively maintain the financial records for EYECAN, ensuring accuracy, compliance with regulations, policies, and best practice. This will include contributing to the preparation and reporting of financial results and annual budgets to the Management Committee and the Finance sub-committee. Ensuring financial information is well understood by non-finance colleagues will be a key element of this role.

PERSONAL DEVELOPMENT RESPONSIBILITIES

- To develop and maintain financial matters within EYECAN.
- To work with little supervision and using own initiative
- Commercial business awareness
- A keen eye for detail and desire to probe further into data
- Ability to stick to time constraints
- The employee should be flexible and adaptable to change, with a proactive approach to development

QUALIFICATIONS REQUIRED

- A qualification in accounting is desirable or previous experience in a similar role.

PERSON SPECIFICATION - EXPERIENCE

EYECAN.

- Experience in the finance role
- Ability to maintain high levels of confidentiality
- Excellent communication skills including verbal, written and active listening skills
- Strong planning and organisational skills
- Excellent attention to detail
- Ability to work as part of a team and on own initiative
- Practical problem-solving skills
- Proficient use of finance software
- Computer literate in Microsoft Office, including Word, Excel, Outlook and PowerPoint

PERSONAL QUALITIES

- Honesty
- Integrity
- Interpersonal skills
- Critical thinking
- Teamwork and collaboration skills
- Adaptability skills