

JOB DESCRIPTION		Last revised: SEPTEMBER 2026
JOB TITLE:	REPORTING TO:	LINE MANAGER:
Interim Accounts Manager	Chief Executive Officer	Charity Development Manager
JOB PURPOSE		

Financial Management

- Maintain accurate financial records and accounting systems.
- Perform day-to-day bookkeeping activities including purchase/sales ledger inputting, making payments and assisting with our banking arrangements and bank reconciliations/cash management.
- Monitor income and expenditure and ensure financial records are kept up to date.
- Maintain appropriate asset registers and supporting documentation.
- Monitor cashflow and funding requirements, identifying any concerns promptly.

Reporting & Governance

- Prepare monthly and quarterly management accounts and supporting reports.
- Assist with budget monitoring and financial forecasting.
- Provide financial information and analysis to support management, committees and trustees.
- Attend Finance Sub-Committee meetings and assist with preparation of reports, agendas and minutes.
- Support the Treasurer and CEO in ensuring effective financial governance and compliance.

Budgeting and Year-End Support

- Assist in preparing annual budgets and financial forecasts.
- Prepare accruals, reconciliations and supporting information for year-end accounts.
- Liaise with independent examiners, auditors and external advisers as required.
- Assist with preparation of annual financial statements.

Compliance and Regulatory

- Support preparation and submission of regulatory returns.
- Assist with regulatory reporting requirements.
- Administer and submit claims under the Lump Sum Donation Scheme.
- Ensure compliance with relevant financial procedures, controls and policies.

Systems and Process

- Promote effective use of financial systems and technology.
- Identify opportunities to improve financial reporting and administrative processes.
- Support the organisation through transition and implementation of any revised financial procedures.

General

- Provide support and advice to managers on financial matters.
- Work collaboratively with colleagues across the organisation.
- Undertake additional duties reasonably required in support of the charity.

KEY RESULT AREAS

- Maintain accurate and compliant financial records.
- Deliver timely and reliable financial reporting.

- Support sound financial governance and decision-making.
- Ensure regulatory deadlines are met.
- Provide continuity and stability during organisational transition.

PERSON SPECIFICATION- QUALIFICATIONS AND EXPERIENCE

- Accounting qualification, or equivalent finance and accounting experience.
- Understanding of financial management, budgeting, forecasting, and reporting.
- Knowledge of charity finance, governance and compliance requirements.
- Understanding of the role of Trustees, Boards and Committees.
- Knowledge of Jersey charity regulation and best practice (desirable).
- Understanding of organisational change and transition processes.
- Previous experience in a finance, bookkeeping or accounting role.
- Experience preparing financial reports and management information.
- Experience maintaining accurate financial records and financial controls.
- Experience using accounting software, preferably Xero.
- Experience working independently and managing competing priorities.

PERSON SPECIFICATION- SKILLS AND KNOWLEDGE

- Excellent attention to detail and accuracy.
- Strong numerical, analytical and problem-solving skills.
- Ability to communicate financial information clearly to non-finance colleagues.
- Strong organisational and time management skills.
- Ability to maintain confidentiality and professional discretion.
- Proficient in Microsoft Office applications, particularly Excel.

PERSONAL QUALITIES

- Honest and trustworthy.
- High levels of integrity and professionalism.
- Collaborative and approachable.
- Adaptable and flexible.
- Able to work on own initiative with minimal supervision.