

Financial Accountant - FTC

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Position in the Organisation

Reports to the Head of Financial Control.
Member of our Finance team.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

This is a fantastic opportunity, 12 month fixed term role, for an experienced qualified accountant to use your skills and accounting knowledge to help address the biggest health issue in the UK today. This role will create additional capacity in the team as the Society drives forward a significant programme of Finance Transformation, including the recent implementation of a new finance system (Unit 4/Agresso).

You will support the delivery of the statutory audit, robust controls and efficient financial processes throughout the financial organisation. You will have an up to date knowledge of general accounting principles and the ability to interpret and apply legislation to the Society's circumstances.

You will be proactive and able to learn, review and develop internal processes and procedures, continuously looking to improve the services and outputs delivered by the team as well as enforcing compliance. You will have excellent communication skills, both written and verbal, able to understand a wide range of stakeholder needs and adapt services where necessary.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A Trusted Expert** who believes in working **Better Together** and demonstrates true **Compassion**.

We're a national charity providing dementia support to a community that's ethnically diverse. We welcome applications from people of all backgrounds, particularly those from ethnically diverse communities who are traditionally underrepresented in the charity sector leadership roles.

Key Accountabilities and Responsibilities

Month-end and Year-end Close:

- Assist in the month-end and year-end closing processes, ensuring all financial transactions are appropriately recorded.
- Performance and/or review of balance sheet reconciliations ensuring issues clearly identified and followed through to resolution
- Prepare journal entries and accruals as needed

Financial Reporting:

- Prepare and analyse financial statements, including balance sheets, income statements, and cash flow statements.
- Ensure the accuracy and completeness of financial records and reports.

Audit Support:

- Assist in the preparation for financial audits and liaise with auditors to provide required documentation to deadline
- Address audit findings and implement corrective actions as needed.
- Liaise with auditors and regulatory authorities during audits and examinations.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Holds relevant accounting professional qualification; CPA, ACA, ACCA preferable	E	A
Up-to-date knowledge of financial accounting standards, and a good understanding of financial policies, process and controls	E	A/I
Proven experience in accounting or finance roles, preferably in a similar position.	E	A/I
Experience of the charity sector would be beneficial but not essential	D	A/I
Experience of preparing year-end statutory accounts in accordance with UKGAAP.	E	A/I
Experience of working with ERP finance systems. Unit 4 (Agresso) Finance System is beneficial	D	A/I
Experience of finance system changes/ implementations	E	A/I
Experience of preparing VAT returns and providing VAT advice to non finance colleagues	D	A/I
Stay up-to-date with relevant financial regulations and ensure the Society's compliance with tax, accounting, and reporting requirements.	E	A/I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Proven ability to work collaboratively with stakeholders to ensure that financial policies and procedures are known and managed. Able to provide challenge when needed.	E	A/I
Able to confidently communicate information and ideas clearly and articulately both in oral and written form. Ability to interpret and present financial information so that the numbers tell a story. Anticipates the information that others will need.	E	A/I
Effectively balances competing priorities to ensure deadlines are met.	E	A/I
Be a team player, supporting colleagues when there are deadlines and who knows when to ask for help themselves.	E	A/I

Promotes and supports our Society approach to equity, diversity, inclusion and belonging, and passionate about putting people living with dementia at the heart of everything we do.	E	A/I
Drive a culture that embraces change, open communication, ambition, innovation, future-thinking and external focus.	E	A/I
Able to operate independently and with minimal direction and support, but applies judgement in knowing when to consult	E	A/I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland).

If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

Our benefits



Financial Security

- Group Personal Pensions Plan with Scottish Widows - with up to 8% employer contribution rate
- Life Assurance Scheme - two times your annual salary
- Society Plus and Smart Spending App - giving you unbeatable savings at hundreds of retailers
- Bike Loan Scheme
- Season Ticket Loan Scheme



Health & Wellbeing

- BUPA Healthcare Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted Gym Membership with Society Plus
- Lived Experience Networks
- Wellbeing Events
- Bike Loan Scheme



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Early career researchers
- Financial support towards relevant professional qualifications
- Study leave



Family & Dependants

- Paid time off work for fertility treatment
- Paid time off work to support those transitioning
- Enhanced family leave – 16 weeks paid leave for all eligible parents
- Paid compassionate time off work and bereavement leave
- Paid time off work for dependants



Recognition

- Annual people awards evening
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Starting at 27 days annual leave plus bank holidays (pro-rata)
- Career breaks
- Flexible working