



Working with us:

Accountant

Job Pack – October 2023



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A note from our CEO, Derek Mitchell

“Thank you for your interest in joining the Citizens Advice Scotland team. Our employees play a critical role in helping to make society fairer, and in supporting our network of Citizens Advice Bureaux across Scotland.

We hope this pack will give you the information you need to decide if a role with us is right for you. We rely on each member of the team to bring their own unique skills, experience, views and commitment to our goals – it’s that combination which makes our organisation what it is.

The Citizens Advice network in Scotland provides much-needed advice and information to people of all walks of life, on a huge range of issues. We give a piece of advice every 19 seconds – face to face, online and by phone. The services we and our members provide make a difference in communities across Scotland and the rest of Great Britain, ensuring people are aware of their rights. It’s a powerful thing to be part of.

We look forward to hearing from you if you decide to apply, and to learning more about what you can bring to this role, and to the team.”



Derek Mitchell, CEO
Citizens Advice Scotland



About Citizens Advice Scotland

The Citizens Advice network in Scotland is the largest independent advice service in the country. Citizens Advice Scotland is a charity within this network – we act as a national organisation supporting and representing the service as a whole and the interests of citizens.

At the heart of the network there are 59 individual citizens advice bureau organisations across Scotland, all operating as independent charities in their own right, and generally focusing on providing support directly to clients. Each of these organisations is a member of Citizens Advice Scotland. Also providing significant added value are the national elements of the service run out of Citizens Advice Scotland, such as the Extra Help Unit.

We believe that every citizen should have access to free, impartial and confidential advice that helps them make informed decisions, whenever they need it and however they choose to access it. Whether that's face-to-face, over the phone or online, people know that wherever they see the familiar blue and yellow of our brand, they are guaranteed the same high quality of free, impartial and confidential advice.

Citizens Advice Scotland is committed to promoting diversity and inclusion. We offer a range of family friendly, inclusive employment policies and flexible working arrangements to support all our staff. We are also committed to equality of opportunity for all and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Find out more at www.cas.org.uk.

Employee Benefits

Our people are our greatest strength and make Citizens Advice Scotland a great place to work. We place our people at the forefront of everything we do, and we offer a wide range of benefits to show how much we value everyone who works for us.

Work-life balance



- > **35 hour full time working week**
- > **Flexible working opportunities for everyone**
- > **Flexitime system**
- > **Blended/Hybrid Working**
- > **Generous leave:** 30 days annual leave + 10 days public holiday

Health and wellbeing



- > **Occupational Sick Pay:** up to 6 months full pay and 6 months half pay dependant on length of service
- > **Life Assurance Scheme:** financial security and reassurance for employees and their families.
- > **My Gym Discounts:** join gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities at a discounted rate.
- > **Annual On-site Employee Health Checks**
- > **Employee Counselling Service**

Financial benefits



- > **Pension scheme:** save for your future with an 8% employer and 4% employee contribution.
- > **Capital Credit Union:** access ethical financial services with a credit union membership.
- > **Independent Financial Advice**
- > **Access to Employee Benefits/Discounts:** including special offers, discounts and deals from over 200 suppliers

Other benefits



- > **Generous Maternity, Adoption and Paternity Pay**
- > **Enhanced occupational Sick Pay**
- > **Family Friendly Policies and Support**
- > **Season ticket loans:** take out an interest-free season ticket loan to save on travelling to and from work
- > **Salary sacrifice schemes:** Various schemes including Cycle to Work and Home Technology schemes.
- > **Paid time off to volunteer**
- > **Learning and Developing Opportunities for all**

About the role

- > **Job title:** Accountant
- > **Location:** Edinburgh office with options for blended working
- > **Hours per week:** 35
- > **Type of contract:** Fixed-term (a 1-year contract)
- > **Job Level and Salary Scale:** (Level 5) £33,075 - £40,426 per annum*, commensurate with experience

*The successful candidate's salary will be determined in line with their skills and experience. New employees are normally appointed at the lower end of the salary scale and potential candidates should not expect to be appointed above the midpoint of the salary scale.

- > **Closing date:** 16 November 2023, 5pm
- > **Face to Face Interviews:** TBC

About the job

This role helps provide financial management and budget support primarily to the Advocacy Directorate and Extra Help Unit within Citizens Advice Scotland. Within the central role support for the VAT accounting and year end accounting are also key areas. CAS Finance are currently upgrading the Sun Accounts and this is an exciting time to join this busy team.

As an accountant, you will provide support for the Annual Accounts, Systems Developments and Upgrades, Financial reporting within Citizens Advice Scotland and to outside bodies, support for various functions such as payment of Suppliers, VAT Returns and banking support. In addition to this you will work with a group of Budget Holders, providing support for budget creation, monitoring and liaison with external Funders.

In addition to the above, you will also perform a central Finance role covering a wide range of functions and controls.

This role offers you the opportunity to work at the heart of supporting Scotland's largest independent advice network and to make an invaluable contribution to citizen's lives.

How to apply

To apply for this role, please send completed copies of the **Personal Details Form**, along with your current **CV** to: recruitment@cas.org.uk

In addition, we ask you to provide a **written statement** with examples which demonstrate how you meet the requirements of the post, as set out in the job description and person specification.

Equality & diversity monitoring

To help Citizens Advice Scotland monitor equality and diversity statistics please return the Equality & Diversity Monitoring Form **separate** from your other application documents by emailing it to: equalitymonitoring@cas.org.uk



Job description

- > **Position:** Accountant
- > **Responsible to:** Head of Finance
- > **Line manager responsibility:** No
- > **Budget responsibility:** Yes

Key responsibilities

Support to Budget Holders

- > Prepare budgets and funding proposals for new and changed projects
- > Prepare annual budgets and quarterly revisions and update these into Sun accounts
- > Run and review the monthly management accounts, ensuring any corrections are made and improvements in processes to minimise future errors
- > Regularly meet with budget holders where required to support their budget management and planning, addressing any issues with over or underspends in budget
- > Support the quarterly reforecasting process
- > Work with the Budget Holders to make most efficient use of the online procurement system
- > Prepare sales invoices in relation to income and update these into Sun accounts
- > Ad-hoc financial support to Budget Holders as required

Central Finance Role

- > Review, authorise and pay Supplier payment runs
- > Review the aged creditors and debtors analysis and reconciliation
- > Prepare month end journals and reconciliations for the monthly accounts
- > Liaise with the team, IT and Systems suppliers to ensure smooth running of our Finance packages.
- > Prepare draft statements for the year end accounts
- > Liaise with Internal Comms for their input to the annual accounts – report sections
- > Liaise with the auditors
- > Prepare draft VAT Returns and associated VAT journals
- > Prepare draft Core Funding submissions
- > Prepare draft reports to the RAF Committee and CAS Executive Team
- > Support improvements and developments to systems and processes
- > Ad hoc as required by Head of Finance

Accountability and Decision Making

- > Provide financial advice and guidance to the Budget Holder and the Project Board(s)
- > Liaise as necessary with Funders and other parties (e.g. CiTA)
- > Expected to make decisions on a day to day basis involving finance, claiming and receipt of Funder income and delivery of claims and to checking of onwards disbursements in line with the procedures, working with the budget holders and with support and guidance from the Head of Finance only where required

Problem solving and Complexity

- > Expected to manage complex issues such as compilation of initial budgets, forecasts and variance analysis; support for new projects and budgets; support for project budgets over multiple years and different year ends compared to the CAS March year end.
- > Analyse quantitative evidence to a high standard
- > Problems will typically need significant investigation, interpretation, exploration and analysis, support is available from the Head of Finance when required
- > Supporting budget holders to manage their accruals and commitments in line with the relevant budgets, and in line with the Grant financial period.

The above job description is not exhaustive and is clarified to include broad duties inherent in the post.

Person specification

Knowledge, skills and experience

Essential

- > Part or fully qualified accountant OR a degree in Finance or another relevant discipline
- > Experience of supporting Budget Holders with differing ranges of financial skills, with the ability to disseminate complex information in an easily understood format
- > Experience of developing funding proposals and claims for key funders e.g. Scottish Government.
- > A logical and methodical approach to work
- > Excellent communication and negotiation skills
- > Ability to plan and prioritise work and to co-ordinate with others to meet tight deadlines.
- > Experience of working effectively as part of a small team.
- > Excellent Finance systems skills, including report design

Desirable

- > Experience of working within Finance in the Third Sector
- > Experience of using Sun Systems, P2P and QA Executive report-writer

Additional requirements

- > Possible limited travel to support Bureaux if that is required

www.cas.org.uk



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The Scottish Association of Citizens Advice Bureaux – Citizens Advice Scotland. Scottish charity (SC016637) and company limited by guarantee (89892)