



# Working with us: Project Accountant

Job pack – March 2019

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## A note from our CEO, Derek Mitchell

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“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

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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 60 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.

Find out more at [www.cas.org.uk](http://www.cas.org.uk).

## About the role

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- > **Job title:** Project Accountant
- > **Location:** Edinburgh
- > **Hours per week:** 35
- > **Type of contract:** Fixed term until 30 April 2020
- > **Appointable salary range:** £30,000 - £33,000 per annum, commensurate with experience
- > **Full salary range:** £30,000 - £36,666 per annum
  
- > **Closing date:** Friday, 15 March 2019, 12pm
- > **Interviews:** Wednesday, 20 March 2019

## About the job

Citizens Advice Scotland runs a series of national specialist services as projects which require centralised project co-ordination. The Project Accountant will work alongside Finance and the rest of the allocated project team, ensuring successful delivery and development where appropriate.

As well as providing expert and timely financial project support to Budget Holders within Citizens Advice Scotland, the role will cover all aspects of initial funding proposals, budget compilation and monitoring. This includes ordering and spend within the online procurement, grant claims and reconciliations.

## Employee benefits

Citizens Advice Scotland offers excellent terms and conditions, including a total of 40 days leave (including public holidays) and a pension scheme with an 8% employer contribution. We have a flexitime scheme which enables our employees to work flexibly in line with organisational requirements, and as an inclusive employer we are happy to consider other flexible working arrangements where appropriate. For more details of some of the other benefits on offer to our employees, please see the section on Employee benefits below.



## How to apply

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



## Job description

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- > **Position:** Project 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 and improvements in processes are made to minimise future errors
- > Regularly meet with Budget Holders 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 efficient use of the online procurement system
- > Prepare centralised grant claim schedule and work with Budget Holders to prepare these claims, reconcile to ledger and any other support required for Funder reports
- > Prepare sales invoices in relation to all income and update these into Sun accounts
- > Ad-hoc financial support to Budget Holders as required

#### Central Finance Role

- > Prepare month end journals and reconciliations for the monthly accounts
- > Review and update status of invoices within P2P and transfer from P2P to Sun accounts to ensure any delays are resolved
- > Run monthly accounts reports for Budget Holders, updating as necessary when budget revisions have been scheduled
- > Prepare draft statements for the year end accounts
- > Support improvements and developments to systems and processes

### **Accountability and Decision Making**

- > Project Accountants undertake financial project support for Budget Holder and the Project Board(s) and have significant operational latitude to achieve this aim
- > Project Accountants will be required to liaise with funders and other key stakeholders
- > Project Accountants will be responsible to ensure transparency in the accounting and book keeping, and follow a clear process in allocation of costs between projects in line with agreements
- > The post holder is expected to work independently with guidance available from the Head of Finance, as necessary

### **Problem solving and complexity**

- > The type and scope of problems encountered varies on a day-to-day basis, so the post holder must demonstrate flexibility in approach and logical thought processes
- > The post holder is expected to develop methods and approaches to allocate costs that meet funder and Citizens Advice Scotland requirements
- > Project Accountants provide support to Finance Administrators in bureaux as necessary in compilation of grant spend returns to enable central compilation of the data

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



## Person specification

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### 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
- > 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 and QA Executive reportwriter

#### Other requirements of the role

- > Willingness to travel throughout Scotland to provide support to bureaux, as required
- > Possible limited travel to support Bureaux if that is required

## Employee benefits

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Our people make Citizens Advice Scotland a great place to work and we offer a wide range of benefits to value their contributions. To get an idea of what benefits you receive when working with us, we have listed a few examples below.

### Work-life balance



- > **Flexible working and flexitime:** get the flexibility as to how and when you work to suit both your and the organisation's needs.
- > **Generous annual leave:** spend time away from the office to relax and unwind with a total of 40 days leave per year.

### Health and wellbeing



- > **Fresh Fruit:** enjoy a weekly array of complimentary fresh fruit in the office.
- > **My Gym Discounts:** join gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities at a discounted rate.

### 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.

### Other benefits



- > **Season ticket loan:** take out an interest-free season ticket loan to save on travelling to and from work
- > **Salary sacrifice schemes:** in addition to Cycle2Work and Childcare Vouchers, sign up to a scheme to purchase everyday technology.
- > **Recognition scheme:** thank and reward your colleagues who have gone the extra mile or delivered a great piece of work.

When joining Citizens Advice Scotland you have access to many other great benefits, all aiming to support the organisation's biggest asset – our people.

[www.cas.org.uk](http://www.cas.org.uk)



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[CitizensAdviceScotland](https://www.facebook.com/CitizensAdviceScotland)

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