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## JOB DESCRIPTION

### Accountant

Our mission at Victim Support Scotland (VSS) is to ensure that those affected by crime receive high quality support that will help them to recover from their experiences. We want victims and witnesses to be at the heart of everything we do so they have improved health and well-being, feel safer, more secure and informed and that we are an effective organisation, that makes a lasting difference. We aim to do this by adhering to our own organisational values of being supportive, striving for excellence and offering personalised and accessible services and these are reflected in the behaviours expected of all staff and volunteers.

#### Job Purpose

As a member of the Finance and Estates Team and reporting directly to the Head of Finance & Estates, you will be responsible for managing the financial function and team within VSS.

You will provide financial management information to the Finance and Estates Manager for use at Board and Management meetings and will provide leadership to the Finance team in delivering a high quality and effective customer service.

You will create and manage financial forecasting models and procedures and contribute to the financial and estates strategy and plans, in line with VSS overall strategy. You will ensure that all accounting activity complies with regulations.

You will work closely with members of the Corporate Leadership Team and will support business planning.

#### Key Accountabilities

- To take ownership of, and ensure delivery of all accounting and financial activities, including (but not limited to) monthly management accounts, cashflow forecasts, annual accounts and budget forecasts, project costings and budgetary management, maintaining the fixed asset register and monitoring all VSS financial practices, ensuring a robust financial framework is in place and auditing requirements are met.
- Responsible for the Finance team, including line management responsibility for Finance Officers
- To contribute to business planning and modelling, performing the appropriate analysis to support understanding of multiple aspects of business performance across a number of business platforms.
- Assist the Head of Finance & Estates in ensuring that budgets and financial strategies and plans meet the needs of VSS.
- Contribute to overall goals and business planning of the Finance and Estates function through active participation in team meetings and supporting internal initiatives.
- Responsible for ensuring that VSS's integrated accounting package is fit for purpose and implement changes as required. To lead on any system upgrades required.
- Along with the Head of Finance & Estates lead engagement with VSS's external auditors, particularly through the year-end process.

- Be a role model, showing energetic, determined, positive, robust and resilient leadership with an ability to inspire confidence and respect and exemplify high standards of conduct for all staff and volunteers.
- Adopt a flexible leadership style, able to move through visioning to implementation, through collaboration/consultation to challenge as appropriate and able to give and receive constructive feedback.
- Within your areas of responsibility, ensure compliance with all related policies and procedures and statutory regulations. Provide management cover as requested when necessary.
- Work to embed a coaching culture within your areas of responsibility that upholds the values of VSS.
- Provide clear, authoritative and impartial advice and interpretation of complex situations.
- To provide effective support and performance management to ensure all staff within line management remit achieve their objectives within the agreed timescales.
- At all times role model the behaviours and values of VSS.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.

#### **Communication Skills and Representing the Organisation**

**Internal:** Head of Finance & Estates, Chief Executive, Executive Leadership Team, Corporate Leadership Team, Heads of Service, Operations Managers, Fundraising lead, employees at all levels

**External:** Scottish Government, Stakeholders, Partners, Pension Provider, HMRC, Local Authorities, External Auditors and other external professionals and providers as required.

- Use high level of written and verbal skills to ensure clear and accurate reports provision and other communications
- Build and sustain relationships with external partners representing VSS at meetings relating to finance as required
- Able to communicate complex financial information in a simple manner to non-expert audience
- Required to use sensitivity and diplomacy whilst being assertive when dealing with managers and external partners

#### **Additional Duties**

- As cover for the Finance Lead (Head of Finance & Estates) for the organisation, responsible for using judgement, within financial guidelines, when making decisions which will impact across VSS and its organisational needs and when providing guidance and advice to others
- Responsible for ensuring appropriate financial software is implemented and operational

#### **KEY REQUIREMENTS**

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1.	Qualifications		EVIDENCED
	Educated to degree level	E	
	Qualified accountant	E	
	Evidence of Continuing Professional Development	E	
2.	Skills / Abilities		
	Organisational awareness and clear understanding of VSS's vision	E	

	Effective leadership style and ability to motivate, develop and manage staff towards high performance	E	
	Ability to plan and organise a complex workload ensuring quality of output	E	
	Innovation and problem solving	E	
	Ability to demonstrate teamworking experience	E	
	Able to demonstrate customer focus to concentrate on existing and potential customers needs and wants and exceed expectations	E	
	Excellent communication skills and interpersonal effectiveness	E	
	Attention to detail	E	
	Negotiation skills	E	
	Analytical skills – must be able to understand, collect, analyse, report and present data	E	
	Ability to work effectively in partnership with managers, senior colleagues, stakeholders and the board	E	
	Ability to set clear objectives and standards to ensure accountability and responsibility of others	E	
3.	Experience		
	Working knowledge of payroll and HMRC requirements	E	
	At least 3 years post qualifying experience	E	
	Experience and expertise in the use of Microsoft Office packages	E	
4.	Knowledge		
	Extensive working knowledge of relevant charities accounting and finance legislation (charities SORP and OSCR requirements)	E	
	Good working knowledge of integrated financial accounting packages	E	
	Knowledge of VSS and an understanding of its aims and objectives	D	
5.	Behaviours		
	Highly self-motivated with effective leadership style	E	
	Strong approach to performance management with the ability to define and measure outcomes of success	E	
	Ability to cope with change and competing demands	E	
	Results focused	E	
	Honesty and integrity	E	
	Willing to be flexible in working hours and able to travel as required	E	