



Accountant / Assistant Accountant

(Head Office, Batley)

Job title: Accountant / Assistant Accountant

Status: Permanent

Hours: Full time/ Part time

Responsible to: Financial Controller

Salary: £24,000 to £32,000 depending on qualifications and experience

One Nation is a UK based charity operating in over 40 countries around the world, serving the vulnerable and those most in need. To continue fulfilling this commitment One Nation requires an Accountant / Assistant Accountant based in our head office in Batley, West Yorkshire who will be part of a dynamic team.

Roles and Responsibilities

- Process and support the monthly consolidation process in an accurate and timely manner
- Accurate recording of all income and expenditure of the charity across five branches
- Ensure compliance with the requirements of the Charity Commission and other regulatory requirements
- Allocate and reconcile direct bank payments for multiple accounts
- Reconcile donations across all partner platforms
- Oversee processing of donor website payments
- Processing and reconciling credit/refunds
- Produce month end reports including P&L and management accounts
- Assist with the development and production of a revised budgeting and forecasting process
- Continual appraisal of accounting systems
- Respond to any queries by the Senior Management Team
- Participate in payroll processing and review
- Any other duties commensurate with the accountabilities of the post

Experience and key essential skills required

- Working knowledge of SAGE or any other accounting software package
- Part qualified ACCA / CIMA with at least five years recent and relevant experience
- Good analytical problem solving skills
- Accurate, detailed and logical approach to work
- Ability to work in a fast paced and rapidly changing environment
- Excellent communication skills – written and verbal
- Excellent time management, the ability to work under pressure and work on own initiative
- Excellent knowledge of Microsoft Excel

- Ability to adapt to changing deadlines and priorities
- Self-motivated with the ability to work independently as well as part of a team
- Good independent judgement and ability to challenge constructively
- Ability to multitask and prioritise work loads
- Tolerant of the views and opinions of others
- Ability to work confidently with management and Board of Trustees

With the demands of a growing charity, this role requires an individual who can hit the ground running with a desire to succeed in a challenging environment. In return the Charity will provide the necessary support, training and development for the right individual.

If you are an enthusiastic professional who wants to be part of a committed team, with a passion for charity work, we would love to hear from you.

To apply for this role, please email your CV and covering letter to hr@onenationuk.org. You can also email for further information. Contact 0300 500 1000.

The closing date for applications is 31st October 2021, although the position may close sooner if the right candidate is found.