

## EMERGENCY AMBULANCE SERVICE

**Job Title:** Accountant

**Reporting to:** Financial Director

The post holder must be an enthusiastic and friendly professional demonstrating excellent communication and interpersonal skills, together with a commitment to provide an excellent accounting function for the St John Ambulance & Rescue Service (SJARS) operating as the St John Emergency Ambulance Service.

The Postholder should possess outstanding mathematical skills; honesty; integrity; reliability; solid written and verbal communication skills; high attention to detail; organisational skills; critical thinking and problem-solving skills; research skills; analytical skills; computer skills.

The post holder must be at least one year's post their accountancy qualification and have worked in an accounting role for at least four years.

The post holder requires excellent excel skills including good use of excel formulas such as v-lookup & if functions to perform beneficial data analysis where required & present in a form that is easy to understand and interpret.

### Key Responsibilities

- Create monthly and annual reports to identify results, trends, and financial forecasts.
- Supervising & supporting the SJARS administration team & SJARS subscription scheme. Specifically focusing on income generation from the subscription scheme and non-subscription ambulance call outs & determining the most effective mix of these incomes in aggregate.
- Support the SJARS operational staff to establish targets that can be set for fund raising campaigns & the most efficient usage of cash balances & reserves.
- Manage the SJARS payroll function ensuring that all staff members are paid correctly on a monthly cycle. Ensuring all payroll records are updated effectively and income tax & social security schedules are completed and submitted as required.
- Manage SJARS employees' pension scheme, ensuring all pension data is shared to the pension agents on a monthly basis.
- Manage cash flow by tracking transactions and regularly reviewing internal reports. Focusing on reducing the cash inflow cycle to a minimum and managing the cash outflow based on available timely funds.
- Supervise and manage financial department staff, including financial assistants & administration staff.
- Suggest updates and improvements for accounting systems where required
- Ensure controls are effective, updated and implemented where required
- Ensure that all financial transactions are properly recorded, filed, and reported on a timely basis. In respect of the subscription scheme database ensuring it integrates effectively into the accounting system at all times & the data integration between both systems operates efficiently
- Establish and implement financial reporting systems to comply with local regulations and legislation
- Collaborate with auditing services to ensure proper compliance with all regulations & timely audit completion
- Assist the Finance Director ("FD") to develop budgets and financial plans for SJARS based on research and data reports
- Review all financial plans and budgets regularly to look for cost reduction opportunities & any reduction in revenue generation.
- Examine all financial reports and data closely to check for discrepancies
- Create systems to prevent errors in data collection and calculations
- Report to the FD with timely and accurate financial information
- Assist the FD in presenting reports to senior executives, stakeholders, and board members
- Build a good working relationship with SJARS main stakeholder the States of Guernsey, forming the most efficient method of data reporting and information sharing.

### Other areas of responsibility

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- Develop effective channels of communication between St John Guernsey (the charity), St John Commercial Services (the Health Care Shop & Training Services) & The Emergency Ambulance Service with regard to any financial inter division information & accounting.
- To act as a mentor / preceptor / supervisor to all relevant team members.
- To contribute to the monitoring and reviewing of revenue generation through analysis of the different mix of revenue streams.
- Co-ordinate with finance team, ensuring audits are undertaken timely and all relevant information is reported accurately
- Excellent organisational skills are essential as is the ability to motivate and manage staff. The post holder needs to be imaginative, innovative, reasoned and resourceful, they must be able to demonstrate an in-depth accountancy knowledge when creating the quarterly management accounts or any information that will be presented to a board of directors or the States of Guernsey.
- The ability to work with a minimum of supervision and to be self-motivated is essential.
- The post holder must have excellent communication skills as they will have to motivate and persuade staff members with varying levels of experience.
- Liaise with the local government departments to ensure that a good working relationship is maintained & thus ensuring that sales invoices are settled on a timely basis & allocated to the correct department for varying types of Ambulance journey.
- Help develop and recommend any areas of improvement that can be created with the accounting function & be looking to find efficiencies and technical innovations wherever necessary.
- Perform any other duties commensurate with these responsibilities, the rank of the position and the skills and qualifications of the post-holder.

### You will

- The hours of duty will be determined by the requirements of the post and will require flexibility on the part of the post holder but will average 38 hours per week.
- The post holder will be expected to produce quarterly management accounts and monitor budgeting & cash flow forecasting on a regular basis as is required to deliver the expected financial results of the organisation.
- Maintain own continuing professional development and scope of practice.
- The post holder will be required to keep up to date on UK GAAP Financial Reporting standards and implement them into the accounting function as and when required.
- Integrate the accounting function of SJARS to complement the SJARS subscription system.
- Ensure that all accounting data held is compliant with GDPR requirements

*This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder.*

*Due to the nature of the work the post holder will be required to apply for a Data Barring Service (DBS) Disclosure.*

*The Service complies with the Data Protection (Bailiwick of Guernsey) Law 2017, as amended, substituted or replaced from time to time. The information included in this job description endorses this legislation and is confidential between the post holder and the employer.*

## Person specification

### Accountant

This is a specification essential and desirable requirements that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

| Requirements   | Essential | Desirable |
|--|-----------|-----------|
| <b>Education and Qualifications</b>  |           |           |
| Qualified Accountant (ACA or ACCA)   | ✓         |           |
| Degree in a related field  |           | ✓         |
| 3 A Level's attained at grade C or above   | ✓         |           |
| 5 GCSE's at grade C or above   | ✓         |           |
| <b>Experience</b>  |           |           |
| 4 years accountancy role experience  | ✓         |           |
| Budgetary & cashflow forecasting experience  | ✓         |           |
| Preparing UK GAAP standard accounts  | ✓         |           |
| Supervisory experience   | ✓         |           |
| Proven ability to learn and interpret guidelines across all areas relevant to UK GAAP<br>Financial reporting standards | ✓         |           |
| Sage, QuickBooks & Xero accounting packages  | ✓         |           |
| Coaching, and mentorship skills  | ✓         |           |
| Being responsible for a payroll function as part of previous role  | ✓         |           |
| <b>Skills, knowledge and abilities</b>   |           |           |
| Excellent written, oral and electronic communication skills with high attention to detail                              | ✓         |           |
| Ability to manage own work and meet deadlines  | ✓         |           |
| Excellent IT skills (Microsoft Word and Excel skills)  | ✓         |           |
| Evidence of self and professional development and a portfolio of continuing professional development                   | ✓         |           |
| The ability to work with and relate to all levels of staff and volunteers across St John                               | ✓         |           |
| The ability to manage challenging situations and influence change  | ✓         |           |
| Professional approach to work with high standards, data protection and confidentiality                                 | ✓         |           |