



Job Title:	Contract Accountant/Bookkeeper
Contract Status:	Up to 12 months This role is offered on a fixed-term basis for up to one year with the possibility of extension.
Reporting to:	Financial Controller
Job Purpose:	To maintain accurate financial records and strong financial controls, manage debt collection and subscription processes, and provide timely reporting, forecasting and financial support to Senior Management, the Treasurer, Executive Team and Board. The post holder will also support finance-related projects, using accounting expertise to improve processes, systems, reporting and financial performance across the St John Ambulance and Rescue Service (the Service).

KEY RESPONSIBILITIES

- **Debt management and collections:** Monitor aged and long-outstanding debt, take active steps to reduce debtor balances, prepare statement runs and debt letters, and engage with debt holders, including the State, to resolve overdue balances.
- **Management reporting and analysis:** Prepare quarterly management reports against budget and KPIs for the SJARS Executive Team and Board; produce rolling 3-month and 12-month cash flow forecasts; and provide revenue analysis and other financial reports as required.
- **Project accounting and financial improvement:** Provide dedicated support to Financial and Service Projects as required, including process improvements, system enhancements, reporting development, and implementation of new financial controls or initiatives. Work collaboratively with the Financial Controller and wider team to deliver project outcomes within agreed timelines.
- **Accounting records and controls:** Prepare daily conveyancing invoices; ensure all financial transactions are recorded accurately and on time; maintain the integrity of the accounting system; and ensure all appropriate modules are reconciled each month.
- **Reconciliations and close processes:** Complete bank reconciliations, resolve unreconciled items promptly, maintain documented month-end, quarter-end, and year-end close processes, and ensure accounting periods are closed on a timely basis.
- **Balance sheet and fixed assets:** Complete quarterly balance sheet account reconciliations, maintain an accurate and reconciled fixed asset register, and produce complete and accurate trial balances, including all required reconciliations, accruals, and prepayments.
- **Financial statements and audit support:** Assist with the preparation of financial statements and respond to audit requests by providing accurate schedules, reconciliations and supporting information.
- **Budgets and financial planning:** Prepare budgets and financial plans for SJARS, meet with budget holders to review expenditure, and prepare budget reports for Board review and approval.
- **Ad-hoc requests:** Assist the Treasurer, Senior Management and Board members with finance-related queries, providing clear, accurate and timely information.

YOU WILL

- Act with honesty and integrity at all times as a trusted member of the Finance team.
- Collaborate with colleagues in the Finance and Administration team, providing timely and relevant insight, analysis and support as required.
- Contribute to the development of the Finance function, including identifying efficiencies and technical innovations wherever necessary.
- Understand and apply the principles of Data Protection and keep up to date with any changes.
- Support the Financial Controller in a number of areas, including but not limited to liaison with external auditors; reporting timely and accurate financial information; developing budgets and financial plans and forecasts; and in seeking cost reduction opportunities and increasing revenue generation.
- Maintain responsibility for your own personal development, engaging in appropriate learning and development interventions and opportunities that underpin the demands of the post.

In addition to the job specific requirements above this role will require adherence to the following:

Health and Safety

The post holder has a duty of care for their own health and safety and wellbeing along with that of their colleagues, patients, services users, and visitors and is responsible for maintaining a safe working environment. Employees are expected to adhere to all health and safety regulations and complete all relevant mandatory training. Employees have a duty to report any incidents in a timely manner through the appropriate channels.

Confidentiality / Records Management

The post holder must maintain strict confidentiality in respect of any information relating to employees, patients, service users and their support network. The post holder must act in accordance with the appropriate Data Protection legislation and only process confidential information, acquired through their employment with the Service, in accordance with said Law, and any Service policies in order to perform their role.

The post holder has a responsibility for the timely and accurate creation, maintenance, and storage of records in accordance with Service policy and must work within the boundaries of Service Policies and Procedures regarding Health and Safety, Data Protection, confidentiality, reporting dangerous occurrences through the correct systems when necessary.

Equality, Diversity and Inclusion

The Service is committed to promoting and embedding equality, diversity, and inclusion (ED&I). As part of the Services' approach, employees and job applicants will receive equal treatment regardless of disability, race, carer status, sex or sexual orientation, religion or belief, gender reassignment, marital or civil partner status, pregnancy, maternity, or age. The Service is also committed to treating those with whom the organisation deals, including customers and suppliers, with respect and equitably.

Policies and Procedures

All employees are expected to follow and keep up to date with any other Service policies, procedures, and guidance relevant for their post, as well as professional standards and guidelines where appropriate. Copies of all policies can be accessed via SharePoint.

Person Specification – Contract Accountant/Bookkeeper

This is a specification of the essential and desirable requirements to effectively perform the duties and responsibilities of the post (as outlined in the Job Description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Qualified Accountant holding a recognised qualification (e.g. ACCA, ACA, CIMA or equivalent) or qualified by significant relevant experience with demonstratable senior level accounting capability.	✓	
Degree in a relevant field (e.g. Mathematics, Statistics, Business Administration, Economics) or equivalent experience.		✓
Experience		
Strong accounting capability, with the ability to work autonomously and take ownership of key financial processes with minimal supervision.	✓	
Experience of budget setting, forecasting, and working within tight reporting deadlines in complex or resource-constrained environments.	✓	
Administration of complex accounting system and add in modules (preferably XERO).	✓	
Proven ability to analyse and present financial data to a high professional standard.	✓	
Preparation of Annual Budget and Forecasts including Cash Flow.	✓	
Experience implementing or optimising financial systems (e.g. integration with Xero or similar)		✓
Demonstrable experience working in fixed-term or contract roles, with the ability to deliver outcomes within defined timeframes.		✓
Experience supporting or delivering finance-related projects, such as system improvements, reporting enhancements, or process redesign.	✓	
Proven ability to quickly understand existing financial environments, identify issues, and implement practical solutions.	✓	
Experience of working in healthcare, public sector, or not-for-profit environments		✓
Skills, knowledge, and abilities		
Proficient in use of MS Office software, including advanced Excel.	✓	
Proficiency in cloud-based accounting systems (e.g., XERO) and in the development of financial reporting utilising IT systems.		✓
Excellent reporting, analysis, and financial forecasting skills.	✓	
High attention to detail and a strong commitment to accuracy, compliance, and financial control.	✓	
Self-driven and proactive, with a strong focus on delivery, ownership, and achieving measurable outcomes within defined timeframes.	✓	
Professional communication skills, with the confidence to work with debt holders, suppliers, budget holders, Senior Management, the Treasurer, and the Board.	✓	
Evidence of self and professional development and a portfolio of continuing professional development.	✓	
Professional approach to work with high standards, data protection, and confidentiality.	✓	

Self-motivated and well organised with the ability to work under pressure and meet strict deadlines.	✓	
A basic understanding of leadership with the ability to contribute positively to team situations and the potential to take a leading role when necessary.	✓	
Approach to Work (Contract Role)		
Able to rapidly integrate into an established team and add value from the outset	✓	
Comfortable working with ambiguity and evolving priorities	✓	
Focused on delivering outcomes rather than process alone	✓	
Willing to challenge existing practices constructively to improve efficiency and effectiveness	✓	
This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.		
Initials: EJ	Date of preparation: June 2026	