

Cornwall Community Accountancy Service

Job Description for: Chief Executive Officer / Principal Accountant
Working Hours: Part time permanent (15-20 hours p/w)
Location: Based at The Elms, Redruth but with substantial home working
Salary: £63,700 FTE

Overall Objectives:

Reporting to the trustees this role takes primary responsibility for the day to day management and further development of the Community Accountancy Service to community organisations within Cornwall.

The post holder will be a professionally qualified accountant holding a practising certificate; Thereby responsible for quality control of all accountancy work performed.

Specific role tasks:

- Develop and implement the overall strategy for the organisation alongside trustees.
- Maintain quality control of all accountancy work performed with clients.
- Develop, update and deliver appropriate training and information material relating to charity accounting to clients as appropriate.
- Manage other staff and contractors as needs dictate.
- Monitor activities to identify current and future needs of the community.
- Develop and implement funding strategy for the organisation.
- Monitor budgets and finances
- Report to trustees quarterly on all operational and finance matters.

Person Specification:

FACTORS	ESSENTIAL	DESIRABLE
Qualifications:	• ACCA, or ICAEW member with practising certificate	• Member of Institute of Chartered Independent Examiners
Experience and knowledge:	• Accountancy practice principles and operation. • Charity accounting including project accounting for restricted funds. • Working within the voluntary sector • Funding applications	• Knowledge of impact of third sector support organisations.

Skills and Ability:	• Collaboration with all levels of client organisations from senior management to bookkeepers. • Good communication skills both verbal and written • Use of MSExcel and MSWord • Ability to prioritise workload and meet deadlines; • Enthusiasm and flexibility • Ability to work across disciplines • Able to be independently mobile to visit clients and different offices within the county.	• Research skills
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