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# Job description

## General information

**Job title**: Assistant Accountant

**Team**: Finance

**Department:** Finance

**Job location:** Andover

**Reports to:** Management Accountant

**Number of direct reports:** 0

**Number of volunteer reports:** 0

**Financial responsibility:**

**Matrix reporting lines to:** This role works closely with the supporter care team, database team, fundraising team and services team.

**Level of disclosure check required and related workforce:**

Standard

## Overall purpose

Every day, around 300 people are diagnosed with macular disease. It’s the biggest cause of sight loss in the UK. Macular disease is cruel and isolating. It steals your sight, your independence, and your ability to do the things you love. There is only one way to Beat Macular Disease for good. We must fund more research now, until we find a cure, or find treatments that stop it in its tracks.

The Macular Society is working to deliver our ultimate ambition – to Beat Macular Disease for the next generation. We are determined to end the fear and isolation of macular disease with world-class research and the best advice and support.

**Organisational chart.**



Director of Finance & Governance

Management Accountant

Assistant Accountant

Assistant Accountant

Finance Assistant

The Assistant Accountant reports into the Management Accountant, with dotted line to another Assistant Accountant, who may be responsible for delegating work duties in addition to the Director of Finance and Governance.

**Our values**



**Showing We Care**

We are Supportive and Caring

**Knowing Our Stuff**

We have Integrity and we act Honestly

**Making It Happen**

We are Ambitious

**Purpose of the role**

The role of Assistant Accountant supports the finance team to maintain the accuracy of the society’s purchase ledger, using the Sage Intacct accounting system, as well as producing accurate ad hoc analyses and perform a range of other reconciliation, banking and filing duties.

## Key accountabilities of the role

* Ensuring that purchase ledger invoices and expenses are processed accurately, investigating and resolving queries in a timely manner.
* Ensuring weekly payment runs are actioned in time for payment each Friday.
* Ensuring purchase invoices and expenses are filed in a timely and accurate manner.
* Performing monthly bank reconciliations using Sage Intacct.
* Working with the Finance team to monitor and manage the shared inboxes (Finance, Invoicing and Expenses).
* Managing month end journals and reconciliations including credit cards, stock and fixed assets.
* Assisting with maintaining ringfenced groups’ financial information, producing monthly reconciliations for sharing with the Groups Admin team, and ensuring that general ledger balances are correct.
* Managing monthly business partnering meetings with other departments.
* Contributing towards developing and improving financial processes and systems to report results more accurately and increase accountability.
* Assisting in the production of ad-hoc reports and budgetary information for all departments.
* Assisting with year-end audit and resolving auditor queries.
* Performing such additional tasks as may reasonably be requested from time to time by the Line Manager and Director of Finance and Governance.

All employees are expected to comply with Macular Society terms and conditions, rules, policies, procedures, codes of conduct, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.

## Competencies

1. A supportive team member who can confidently work with others across the Macular Society

2. Shares commitment to provide high quality and accurate records in a timely manner

3. Willingness to learn and understand how the Macular Society operates and follows agreed policies and procedures

4. An ability to work independently in delivering their core objectives and activities

5. Actively seeks opportunities to support their own professional development and a willingness to share learnings with others in the finance team

**Person specification**

* Experience of working within a busy finance team.
* Experience of using accounting packages, specifically Sage Intacct.
* Knowledge and experience of purchase ledger, general ledger, bank reconciliation.
* Excellent Excel skills to include formulas, look ups, pivot tables.
* Excellent attention to detail and accuracy.
* Good communication skills (written and oral) with the ability to work collaboratively in a multi team environment.
* Strong organisational and administrative skills, with the ability to prioritise effectively, and meet multiple deadlines.
* Proven ability to maintain confidentiality and demonstrate tact and diplomacy.
* Good working knowledge of all Microsoft packages including SharePoint, Word and Outlook.
* Awareness of the potential risks of fraud.
* Commitment to high standards in all areas of work.
* Ability to work independently under own initiative and cooperatively as part of a team.

Desirable:

* Finance or accounting qualification, for example AAT qualified.
* Working knowledge of databases and CRM systems, including Microsoft Dynamics CRM.

Eligibility to work in the UK:

Proof of identity and eligibility to work in the UK.

Volunteering:

From time to time you may be asked to support / volunteer your time (TOIL available) at Macular Society events that take place outside of normal working hours.

Safeguarding:

The Macular Society is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

The post holder is required to carry out other such duties as may
reasonably be required, commensurate with the grade of this post. All
employees are expected to excel in being supporter centric,
demonstrate advocacy for the Macular Society at all times and be a fundraiser.

This job profile is accurate as at the date shown below. In consultation
with the post holder it is liable to variation by management to reflect
or anticipate changes in or to the role.

**Annual leave: 26 days plus bank holidays (pro rata for part time)**

**Based: Hybrid, working in Andover office 3 days per week**

**Contract type: Full time, maternity cover 9 months**

**Date of evaluation: September 2025**