



Post Title: Part-Time Charity Accountant

Salary range: £9,000 - £10,000 per annum (equivalent to approximately £45,000-£50,000 FTE)

Hours: 1 day per week (flexible)

Location: Chertsey – Office based

Contract: Permanent, Part-Time

About Us:

We are a charitable organisation committed to delivering meaningful impact through our work and partnerships. We are seeking an experienced and proactive Charity Accountant to take ownership of our finance function and support the organisation's continued growth and development.

This is an excellent opportunity for an individual who enjoys working independently and is confident managing all aspects of charity finance in a small but growing organisation.

Job Purpose:

The Charity Accountant will be responsible for the day-to-day financial management of the charity, ensuring accurate accounting records, timely financial reporting, compliance with relevant regulations and effective management of restricted and unrestricted funds.

The successful candidate will work closely with the Board of Trustees and leadership team, providing clear financial information and helping to improve financial systems and processes.

Key Responsibilities:

- Maintain accurate accounting records using Sage Accounting.
- Manage and reconcile restricted and unrestricted funds.
- Prepare monthly management accounts and financial reports for the Board of Trustees.
- Process monthly payroll and associated filings.
- Monitor cash flow and provide financial insights to support decision-making.
- Support budgeting and financial planning activities.
- Ensure appropriate financial controls and compliance with charity accounting requirements.
- Liaise with external accountants, auditors and relevant regulatory bodies as required.
- Support the financial management of partner charities and charitable projects.
- Review existing finance processes and implement improvements where appropriate.
- Provide advice and guidance on financial matters to trustees and senior leadership.

Person specification

Area	Description
Person Specification Essential:	Qualified accountant (ACA, ACCA, CIMA, AAT Level 4) or equivalent relevant experience.
	Experience preparing management accounts for senior stakeholders.
	Proficiency in Sage Accounting.
	Ability to work independently and manage priorities effectively.
	Strong attention to detail and organisational skills.
	Excellent written and verbal communication skills.

Desirable	Experience of charity accounting and charity finance reporting.
	Understanding of restricted and unrestricted fund accounting.
	Knowledge of Charity Commission requirements and the Charities SORP.
	Experience processing payroll.
	Experience implementing finance system or process improvements.
	Experience working with volunteer-led organisations.

What we offer	Opportunity to make a meaningful contribution to a growing charity.
	Direct engagement with trustees and senior leadership.
	Scope to shape and improve financial processes and systems.
	A collaborative and mission-driven working environment.

How to apply

To apply, please submit your CV together with a brief covering statement outlining your experience in charity accounting and the Sage Accounting platform to Alison Morey at alison@voluntarysupport.org.uk.

Location & Benefits

This is an office-based role. Benefits include pension scheme with 8% employer contribution, equivalent of 5 working weeks' annual leave a year, plus prorated bank holidays and time off between Christmas and New Year.

The closing date for completed applications is 16th October. **Please note that we can only consider applicants who presently have the right to work in the UK.**