

Job Advert



(Senior Accountant/Account Director)

Home Leone Limited, a charity based in Destiny Village, Newton, is looking for a new and dynamic accountant to add gravitas and leadership in its financial operations. You will ably demonstrate clear management accounting capability as well as possess the presence and authority needed for a role at this level.

Home Leone Ltd is a charity concerned with the rehoming and development of informal slum families into its purpose-built village in Newton, Western Area. In support of this, Home Leone runs several small businesses that provide income for the organisation and jobs for the villagers.

The village also has a school and health centre each with its own operating parameters.

The new accountant will be able to manage complexity using simple controls and software applications to aid them in their work.

This role requires a Degree in Accounting and have a minimum of 3 years at senior manager or director level running a finance function within an organisation.

Please provide your CV clearly showing your suitability for the role and a one-page personal statement identifying why you are a candidate that we should consider.

(Senior Accountant/Account Director)

Home Leone

Job Description and person Specification

Job Title	Senior Management Accountant/Accounts Director
Reporting to	The Chief Executive
Salary	Attractive + Bonuses
Location	Home Leone Newton MA brown
Hours	8.30 to 5.00 with an hour lunch break 5 days a week. [1pm – 2pm]
Job Purpose	Management of the in-house accounting function. Manage appropriate internal control systems. Provide oversight on all taxation. Liaise with auditors and banks.
Qualifications	As a minimum, must have a degree in accounting and a professional qualification in management accounting. Must be capable of using Xero accounting software and Microsoft Office for Teams with SharePoint and a good understanding of excel spreadsheets. Understands and can demonstrate the use of double entry bookkeeping methodologies
Experience	Ideally worked for an organisation producing management accounts through to trial balance, profit and loss and balance sheet. Experience in working with Microsoft products such as SharePoint, Teams, Planner and Project. Experience in working with WHT, GST, Corporation tax and import duty.
Salary	Home Leone is an equal opportunities employer and salaries are competitive and depend upon experience. All other benefits and terms will be provided to the potential employees that meet our strict selection criteria.

Specific Duties include (but not limited to):

Accounts

1. Review the profit and loss and funds flow and present to the Chief Executive.
2. Participate in Senior Manager meetings as arranged.
3. Ensure that the accounting function is seen as an authority within the organisation.
4. Manage the accounting function including an office-based accounts team.
5. Manage the relationship with the auditors and bank.
6. Produce monthly management accounts using Xero cloud-based accounting system.
7. Produce timely, relevant and accurate monthly management information.
8. Produce accurate monthly budget verses actual management information.
9. Ensure that all operational functions adhere to approved budgets.
10. Ensure all procedures and systems are followed consistently.
11. Ensure all transactions are supported by documentation (receipts or otherwise) and appropriately filed.

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12. Ensure data entry is accurate to enable the production of monthly managements accounts.
13. Ensure all expenditure is properly authorised and goods purchased are properly accounted for.
14. Ensure monthly stock take completed on a set date.
15. Ensure all transactions are entered into the accounting system on a timely basis.

Cash

Ensure all bank accounts are reconciled on a monthly basis.
Ensure all cash is kept securely and accounted for.
Ensure currency is negotiated and exchanged for the best available rate.
Make authorised payments to ensure business continuity.

Wages

Ensure wages are paid on time and reconciled to the relevant job codes.

Other

Anything else the Chief Executive reasonably asks.

How to Apply:

All applicants must apply by sending copies of their Curriculum Vitae and cover letter to: jonathan.allie@homeleone.org

NOTE: Closing date for all application is on the 10th day of August 2022