

Job description: Company Accountant

Co-operative Responsibilities

The Company Accountant is a member of the *New Internationalist* Co-operative. All Co-operative members are directly responsible to the *New Internationalist* Co-operative. After a period of probation, they are expected to act as directors of the company and share in Co-operative responsibilities which include :

- 1) Attending and contributing to all Co-operative meetings and sharing in the tasks of chairing and minute taking.
- 2) Actively participating in the management of the company by being a member of various Co-operative specialist groups.

Team Responsibilities

The *New Internationalist* Co-operative is split into five teams which deal with the day to day running of the company. These teams are Editorial, Design, Sales & Marketing, Web and Central Services.

The Company Accountant is a member of and reports to the Central Services Team. This team provides functions which ensure the smooth running of the Co-operative: office administration, bookkeeping, financial & management accounting and premises management. As a member of the Central Services Team, the Company Accountant is required to provide backup for the other members of the team where appropriate.

Job Responsibilities

The Company Accountant is responsible for the overall financial management and day to day bookkeeping of the company. The specific tasks of the position include :

- 3) Financial Strategy : Responsible for reviewing company financial strategy (including the use of profits and reserves) and making recommendations to the Co-operative where appropriate.
- 4) Financial Accounting : Responsible for producing and analysing year end financial accounts; liaising with the company's auditors, production of statutory accounts and lodgement of the company's taxation return.
- 5) Management Accounting : Responsible for producing annual budgets and five year rolling estimates, quarterly management accounts and ad-hoc reports as required.
- 6) Accounting Systems : Responsible for reviewing, updating and implementing existing internal accounting systems and introducing new systems and controls where appropriate.
- 7) Accounting Software : Responsible for maintaining computerised accounting software, ensuring the provision of adequate third party support for the software and upgrading the software where appropriate.
- 8) Expenditure Control : Responsible for monitoring all company expenditure and where appropriate making recommendations to individuals and teams responsible for budgets.
- 9) Co-ordination of additional bookkeeping support as necessary from time to time. This might include managing temporary workers or mentoring accountancy students on placement.
- 10) General Ledger : Responsible for maintaining the General Ledger; setting up new accounts and cost centres when required; ensuring reconciliation of control accounts; ensuring correct allocation of expenditure to cost centres.
- 11) Purchase Ledger: Responsible for accurate processing of all supplier invoices and for their regular payment (mainly by BACS).

- 12) Sales Ledger: Responsible for prompt raising of sales invoices for bulk publications customers, advertising and inserts sales, processing of receipts and all aspects of credit control.
- 13) Banking : Responsible for managing of all company bank accounts including company credit cards; ensuring adequate funds are available to meet expenditure requirements; ensuring excess funds are earning a reasonable rate of return; liaising on a regular basis with the company's bankers.
- 14) VAT: Responsible for the completion of quarterly VAT returns and EU Sales lists and providing advice on compliance with VAT regulations as necessary.
- 15) Payroll : Responsible for generating a monthly payroll run (including the relevant PAYE, National Insurance and pension deductions) for all Oxford employees, processing leavers and joiners and completing year-end returns to Revenue and Customs.
- 16) Agency Reconciliation : Responsible for reconciling subscription, news-stand and book distribution agencies' reports; entering information into computerised accounts package; reconciling relevant receipts.
- 17) Canada office: Working with the small branch office in Canada to prepare budgets, forecasts and management accounts (Canadian staff are responsible for day-to-day bookkeeping and accounts to TB). Liaising with the Canada office on transfer pricing and other "intercompany" transactions. Consolidating Canadian trial balance into UK accounts for year-end audit.
- 18) New Internationalist Campaigners: Providing payroll, VAT and accounting services for our small subsidiary marketing company and acting as a Director and Company Secretary.
- 19) Insurance : Responsible for reviewing the company's insurance arrangements (policies and brokers); ensuring adequate insurance cover is maintained; administering the company's insurance policies and making claims where necessary; liaising with the company's insurance brokers.
- 20) Pension and Permanent Health Insurance : Administering the company's Group Personal Pension scheme; administering the company's PHI scheme and making claims when necessary; liaising with the company's Independent Financial Advisor.
- 21) Company Secretarial : Responsible for maintaining statutory records (minute books, registers, etc.) and lodging all statutory returns for companies in the New Internationalist group (New Internationalist Publications Ltd, New Internationalist Trust Ltd and New Internationalist Campaigners Ltd).
- 22) Business Planning Group :Active involvement in the Business Planning Group which leads implementation of the current business plan and makes proposals concerning future business strategy.
- 23) Other Groups : Responsible for actively participating in other management groups within the Co-operative as and when required.
- 24) Any other activities related to the financial management of the Co-operative.

Essential Criteria

- 25) At least five years' accountancy experience within a financial management role.
- 26) Experience of preparing budgets, management accounts and end of year financial accounts.
- 27) Extensive experience and a thorough working knowledge of computerised accounting systems and spreadsheets.
- 28) Good verbal and written presentation skills.
- 29) Ability to work independently and on own initiative, within a team environment.
- 30) Ability to work well under pressure whilst maintaining attention to detail.
- 31) A commitment to the aims of the *New Internationalist* Co-operative as set out in the mission statement.
- 32) Willingness to work in a co-operative environment.

Desirable Criteria

- 33) A recognised accountancy qualification.
- 34) Broad commercial awareness.
- 35) Ability to develop new accounting systems and improve existing ones.
- 36) Hands-on experience of running a payroll.
- 37) Hands-on experience of VAT compliance.
- 38) Experience of report writing.
- 39) Experience of preparation for year-end audit
- 40) Exposure to not-for-profit / co-operative / charitable sector