

Part-time Accountant

Job Description & Person Specification

Background

Sharenergy is a leading provider of back-office services to community-owned renewable energy organisations across the UK. We are looking for an Accountant to help provide accounting services to our clients and Sharenergy. You will be working alongside our existing small finance team in our Shrewsbury office. This is an opportunity to be involved with the development of renewable energy and the non-profit sector in the UK.

Job Description

The Accountant will provide professional accounting services to Sharenergy and its client societies. As the most senior accounts professional in the team, the Accountant will deliver the most complex work for clients, supervise the work of other staff and implement changes to systems to improve our service.

The role is part-time at 3 days a week.

Principal responsibilities are:

- Preparation of annual accounts for Registered Societies
- Liaison with external auditors where required
- Liaison and troubleshooting with client boards
- Liaison with new clients and onboarding
- Assisting management team to develop quarterly reporting
- Preparation and supervision of quarterly reporting
- Corporation Tax computations and returns
- Preparation and supervision of VAT returns
- Supervision of payroll for Sharenergy and clients
- Supervision of other finance staff
- Support other finance staff to increase their skills and understanding
- Advising management and development team where required

Person Specification

Essential:

- Qualified ACA/ACCA/CIMA
- At least 5 years' experience in UK small business accounting environment
- Able to use standard office software and databases to high level
- Very well organised and capable of managing work load to meet variety of deadlines
- Excellent attention to detail

- Friendly and professional approach to client liaison
- Experience in supporting and supervising work of junior staff members
- Practiced in producing user-friendly reports from accounting software

Desirable:

- Personal interest or experience in renewable energy and/or co-operatives

An understanding of Registered Societies and renewable energy is not required for this post. However, the post will offer the opportunity to be closely involved in and learn about community renewable energy. Our clients are generally set up under a society legal form and our systems reflect the areas in which society finances differ from company finances.

Details

Salary: £25,000-30,000 p.a. pro rata, depending on experience

Holidays: 25 days plus statutory holiday annually, pro rata.