



THE ROYAL BRITISH LEGION

Job Title Branches & Trusts Accountant

Reporting To Senior Branches & Trusts Accountant

Role Purpose:

To support the Senior Branches & Trusts Accountant in maintaining accurate records of Branch, Trust and County funds and producing consolidated accounts for the Legion's Branches and Trusts.

To improve the Legion's financial control of Counties, Branches and Trusts through the development of reporting tools and processes, including for the Branch Fund Initiative (BFI) and LOMAS accounting system.

To report on the results of the Legion's c. 2,500 Branches and c. 50 Membership Districts and Counties, and to manage the investment and recording of Branch and Trust funds.

Key Responsibilities:

- Maintaining accurate records of Branch and Trust activity in the Legion's Open Accounts (OA) system, enabling aggregation of the Annual Returns (Accounts) of Branches, Groups and Counties into the Charity Group accounts. This will include the review of Branch and Trust annual returns and the co-ordination of activity to post transactions into the Legion's OA system;
- Assisting internal and external auditors to co-ordinate the Branch Audits;
- Providing assistance to Branches and Counties on procedures for completing Annual Returns and maintaining branch accounts, including using the LOMAS accounting system for Branches;
- Supporting branches using LOMAS, being responsible for dealing with queries coming through the help desk;
- Providing accounting reports on the results and assets of Branches and Counties for the preparation of consolidated accounts of the Legion Group, and to assist in the management and supervision of Branch and County finances;
- Administering and maintaining Branch Fund Initiative (BFI) accounts ensuring correct accounting for funds and accurate reporting;
- Preparing bank account and Trust control account reconciliations on a regular basis;
- Updating relevant ledgers with interest and dividends received in respect of Branch and Trust funds, and distributing statements as required;
- Producing regular statements of account for each Trust and aggregated management reports. Reporting on Trust balances and highlighting opportunities to improve investment returns on Trust Funds. Managing investment of Trust funds in line with agreed policies;



- Reviewing and improving Annual Accounts forms, procedures and guidance instructions for Branches and Counties. Working closely with the Membership Department to improve financial control within Legion Branches and Trusts;
- Promoting, encouraging and where necessary helping to enforce the will of the Legion's trustees in ensuring Branches are compliant in the participation of the BFI scheme;
- Providing a full accounting and administration service to the independent Charitable Trusts (IEST, Samsung, etc), including advising on financial matters and the preparation of year end financial statements;
- Ensuring a timely response to queries and requests from County and Branch officers received via TopDesk or e-mail, referring policy matters to the Senior Branches & Trusts Accountant;
- Supporting the Senior Branches & Trusts Accountant in the development and rollout of the LOMAS system, and other initiatives directed at funds held by Branches and Trusts of the Legion.

This job description reflects the current scope of duties and responsibilities of the role. The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.

GENERAL

- To work in accordance with The Royal British Legion's shared values of **Service; Collaboration; Passion; Excellence; Valuing our people** which underpins the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
- It is clear that due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.
- To implement the Equal Opportunities Policy into your daily activities. Royal British Legion is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees are required to work in accordance with the Equality Act (2010).

PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
QUALIFICATIONS		
Good standard of general education to GCSE or equivalent	E	Application/Certificate
Part-qualified CCAB accountant	D	Application/Certificate
KNOWLEDGE & EXPERIENCE		
Experience in a financial role within a large and complex organisation with multiple stakeholders	E	Application/Interview
Experience of preparing and posting journals, completing reconciliations and maintaining accurate accounting records	E	Application/Interview
Proven experience in handling and resolving financial queries from a range of different stakeholders, including volunteers and those from a non-finance background.	E	Application/Interview
Experience in the preparation and production of year end financial statements or accounts.	D	Application/Interview
Experience of working in a financial role in a charitable organisation	D	Application/Interview
Experience within a helpdesk-style customer service or data administration environment	D	Application/Interview
SHARED VALUES AND BEHAVIOURS		
<p>Service We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p>Collaboration We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p>Passion We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p>



<p>Excellence We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.</p> <p>Valuing our People We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.</p>		<p>Interview</p> <p>Interview</p>
<p>SKILLS & ATTRIBUTES</p>		
<p>Computer literate, particularly with MS Office, including spreadsheets and accounting packages</p> <p>Ability to resolve complex financial accounting issues identified by branches and the central finance team</p> <p>Excellent attention to detail</p> <p>Excellent communication skills with the ability to explain technical concepts to non-financial colleagues</p> <p>Able to work as part of a cross functional team, influencing colleagues and negotiating solutions which balance financial and legal requirements with the needs of the Legion’s beneficiaries.</p> <p>Analytical problem solving skills and the ability to apply an appropriate level of professional judgement to novel situations</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>