
JOB DESCRIPTION

Job title: Senior Financial Accountant

Grade: E

Department: Finance

Main purpose of the job:

To maintain robust financial control and reporting for CAF and its UK subsidiary, the CAF American Donor Fund (CADF), in line with agreed procedures and controls, including:

- Preparing statutory and management accounts and maintaining accurate and complete accounting ledgers.
- Supporting the external audit process in collaboration with the Group Financial Accountant.
- Leading the financial and balance sheet control processes.
- Working with Finance colleagues to assess the impact of operational changes on financial procedures, implementing simpler and more efficient processes while ensuring continued financial control and accurate reporting.

Responsible to: Group Financial Accountant

Budgetary responsibilities: None

Responsible for (staff/jobs): 2 shared direct reports: 2 Financial Accountants

Job Responsibilities:

Statutory & Management Accounting

- Prepare statutory and management accounts for CAF and CADF in collaboration with the Group Financial Accountant.
- Maintain and control accounting ledgers, ensuring accuracy, completeness, and robust financial governance.

Balance Sheet Control

- Lead the financial and balance sheet control processes for CAF and CADF.
- Investigate and resolve reconciling items and aged balances to ensure timely and accurate financial reporting.

External Audit Support

- Support the external audit in conjunction with the Group Financial Accountant.
- Coordinate the accurate and timely provision of information and manage responses to audit enquiries.

Taxation & Regulatory

- Maintain an up-to-date understanding of CAF's tax and VAT position and assess the implications of organisational or regulatory changes.
- Prepare income tax, corporation tax, and VAT returns for review.
- Prepare US equivalency affidavits to support ongoing funding from US entities.
- Produce required regulatory and statutory submissions, including:
 - Charity Commission Annual Returns
 - Office for National Statistics submissions
 - PAYE Settlement Agreement documentation

Stakeholder Management

- Work collaboratively with Finance colleagues to maintain financial control during system and process changes and to resolve financial control issues across CAF and the wider group.
- Coordinate and deliver training, including on-the-job coaching, to Finance staff and colleagues involved in financial procedures.
- Carry out Team Leader responsibilities, including performance reviews and ongoing staff development.

Note: The key responsibilities outlined above are not exhaustive, and additional duties within the scope of the role may be required as reasonably necessary.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF.

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Job description dated: March 2026

PERSON SPECIFICATION

Job title: Senior Financial Accountant
Date: March 2026

Attributes	Essential ✓	Desirable ✓	How Evidenced *
Experience <ul style="list-style-type: none"> • Financial reporting and financial control • Preparation of management accounts and monthly/yearly reporting processes. • Financial control/balance sheet control and reconciliations. • Knowledge of UK GAAP (FRS 102). • Knowledge of the accounting and governance framework for charities (Charities SORP) may be advantageous. • Knowledge of tax regulations and VAT requirements. • Demonstrable post qualifications experience including management of staff. • Participating in change in medium/large organisations, including systems implementations (banking or financial services may be advantageous) • Internal audit or public practice experience may be advantageous. 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	A/C A/C A/C A/C A/C A/C A/C A/C A/C
Qualifications <ul style="list-style-type: none"> • Qualified Accountant (ACCA/ICAEW/ICAS) • Qualified Accountant (AAT plus 5 years' experience) 	✓	✓	E E
Training <ul style="list-style-type: none"> • Sufficiently trained in Excel and Word 	✓		A/C
Specialist skills/ability/knowledge <ul style="list-style-type: none"> • Familiar with accounting software for medium sized organisations (Sage Line 1000 and or Sage Intacct would be advantageous) 	✓		A/C
Communication <ul style="list-style-type: none"> • Good communicator at all levels 	✓		A/C
Personal qualities <ul style="list-style-type: none"> • Ability to work in diverse environment and to cope with change • Ability to manage changing priorities • Ability to work to consistently meet deadlines 	✓ ✓ ✓		A/C A/C A/C
Prior to Appointment <ul style="list-style-type: none"> • All posts: <ul style="list-style-type: none"> ○ Credit check ○ Dow Jones check ○ Basic DBS check ○ Employment references ○ Medical clearance ○ Right to Work in the UK 	✓ ✓ ✓ ✓ ✓ ✓		R/E R/E R/E R/E R/E R/E

*Key: R= References E= Evidence/certificates A= Application C= Competency interview T=Testing/assessment