



ROLE PROFILE	
Role Title	Financial Accountant
Location	Remote
Volunteer Commitment	3 – 7 hours per month
Report To	Treasurer
THE ROLE	
<p>As we build towards our goals, it is critically important that we grow our Finance team. The key activity of this role will be looking at where we are and making sure we have simple but also suitably scalable processes in place to ensure that our financial management can be both as light and as robust as possible.</p> <p>As we become more financially established and active, we'll need these processes to be well-managed on an ongoing basis. This role is crucial for our smooth running as a charity and to ensure our funders, supporters and donors can be confident that their donations are being spent according to their wishes.</p> <ul style="list-style-type: none"> • Manage all accounting transactions Reconcile accounts payable and receivable • Ensure timely payments to suppliers • Produce monthly, quarterly and annual accounts • Manage balance sheet, cash flow and P&L statements Report on the charity's financial health and liquidity • Comply with financial policies and regulations • Support management in the production of budgets and forecasts • Analyse cash flow, cash balances and reserves • Provides financial information to board by analyzing accounting data, preparing reports Maintain and follow accounting controls, policies and procedures • Prepares special financial reports by collecting, analyzing, and summarising account information and trends 	
PERSON SPECIFICATION	
<p>This post will suit an individual with experience in accounting or finance, ideally in a charity environment and an interest in engaging with the voluntary sector.</p> <ul style="list-style-type: none"> • Strong knowledge of accounting practices, procedures and regulations • Working knowledge of accounting software (i.e. Xero or similar) • Microsoft Office • Excellent verbal and written communication skills Strong attention to detail and good analytical skills Willingness to learn • Experience working in accounting/finance • BSc in Accounting, Finance or relevant degree 	

The successful candidate will be strongly aligned with the values and the approach of the charity, and passionate about the changes we are trying to make in the lives of autistic children. They will ideally also take part in some of our team activities with our community of volunteers on a voluntary basis.

OUR ORGANIZATION

We provide crucial support for young autistic children and their families at an age when we can make a profound life-long difference. Our pioneering First Steps programme (created in association with Norland College and based on a therapeutic framework they created for us) focuses on giving families the tools they need to understand and interact with their autistic children in ways that make them feel understood, affirmed and nurtured, strengthening relationships and facilitating the child's optimal development so that they are able to fulfil their true potential. Our new online parent groups, facilitated by our exceptional Lead Therapist, aims to take the principle learning from this and make it available to many more families so that more lives can be transformed.

Unlike many other autism organisations, we do not focus on the perceived limitations or impairments associated with autism, but instead propose our own unique and empowering conception of it, highlighting the profound sensitivity inherent in the autistic condition as well as other positive aspects which, if nurtured appropriately, can lead to very positive outcomes. This was first presented in our [TED talk](#), which has now been seen by well over 300,000 people.

We are currently fundraising to enable more families to partake in First Steps, and over time, we aspire to open our own state of the art therapeutic centre in the UK.

We also challenge conventional perceptions of autism and offer our own radical and empowering perspective.

This can be seen in our [TED talk](#), which has now been viewed by well over 200,000 people and received great acclaim from the autistic community.

We are a strongly values-driven organisation, and are committed to manifesting our values in how we relate to each other, in what we are trying to achieve and in how we do it. Please visit <https://transformingautism.org/values/> to find out about these values before your interview, and to watch a video about them recorded by our founder.

The Transforming Autism Project value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential.

For more information or to apply, please e-mail a copy of your CV to jobs@transformingautism.org. We aim to respond to your email within 5-10 days.

To find out more about the Transforming Autism Project, please visit:

www.transformingautism.org

