**The Scotch Whisky Association**

**Job Application Form**

The Scotch Whisky Association is a prestigious organisation that works for and on behalf of our members to protect and secure a sustainable future for the Scotch Whisky Industry.  We can offer the opportunity to join a thriving industry with colleagues who have a wealth of experience and knowledge in our industry.

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| Application for  | Accountant |
| Where did you see the job advertised? |  |

Personal Information (this information will not be seen by shortlisting panel)

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| --- | --- |
| Title (optional): |  |
| Full Name: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
|  |  |
| Do you consider yourself to have a disability? | *[Yes/No]* |
| If yes, please contact our HR team at hr@swa.org.uk to discuss any adjustments you may require during the recruitment process |

**Please return this completed application form to our HR team at** **hr@swa.org.uk** **by 29 April 2024*.***

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**Section 1 – Education and Training**

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| Please provide details of education and any relevant training |
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| Please provide details of any relevant qualifications (particularly with reference to the person specification in the job description if appropriate) |
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**Section 2 – Employment history**

Please provide details of your current and previous roles

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| **From (date)** | **To****(date)** | **Job title** | **Employer** | **Brief summary of responsibilities and achievements** | **Reason for leaving** |
| **Current (or most recent if not currently employed) role** |
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| **Previous roles** |
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**Section 3 – Person Specification**

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| Experience and Knowledge |
| Please provide details of how your experience and knowledge match the requirements set out in the job description |
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| Skills and Personal Qualities |
| Please provide details of how your skills and personal qualities match the requirements set out in the job description |
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**Section 4 – Any other supporting information**

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| Please provide any other information you wish in support of your application (optional) |
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Full Job Description: Accountant

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| **Date Created** | 10/04/24  |
| **Department** | Corporate Services  |
| **Job Title** | Accountant  |
| **Working hours** | 25-30 hours over 4 or 5 days  |
| **Reporting to** | Deputy Director of Operations  |
| **Salary** | £50,000-£60,000 FTE (pro rata depending on hours)  |
| **Start Date** | Late August/early September if possible  |
| **Overview** |
| The Accountant works closely and collaboratively with the Deputy Director of Operations to fulfil the finance function of the Scotch Whisky Association. Duties include day to day purchase and sales ledger processing and payroll processing, as well as higher level tasks including preparation of the monthly management and annual statutory accounts.  The Accountant also supports the Chief Operating Officer and Deputy Director of Operations in preparing for and attending Finance Committee meetings.  |
| **Main Responsibilities** |
| The Accountant is responsible for preparing and maintaining all of the Association’s financial records using Xero to process purchase ledger and invoice members.  They are also responsible for preparing annual statutory accounts and liaising with auditors, monthly management accounts, Corporation Tax computations, VAT returns, making payments and reconciling bank accounts and processing payroll.    The Accountant also prepares and maintains financial records and banking processes for two connected companies: the Alcohol Industry Partnership (Alcohol IP Ltd) and the Spirits Energy Efficiency Company, including preparing annual statutory accounts, Corporation Tax computations and VAT returns.  |

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| **Essential Tasks** |
| Bookkeeping: * Operate and manage Xero software
* Maintain the accounting records for the Scotch Whisky Association (SWA), the Spirits Energy Efficiency Company (SEEC) and the Alcohol Industry Partnership (AIP) including purchase ledger, sales ledger, fixed asset register, cash accounts, staff expenses and the general ledger
* Prepare payment runs for creditors (BACS), foreign payments (Bankline) and bank transfers, maintain Bankline and liaise with bankers
* Liaise with Xero and other system providers

Annual accounting * Prepare the annual statutory accounts for SWA, SEEC and AIP
* Liaise with the auditors
* Submit annual statutory accounts for SEEC and AIP

Tax * Prepare and submit quarterly VAT returns for SWA, SEEC and AIP
* Prepare Corporation Tax returns for  SEEC and AIP, liaise with the tax advisors to prepare Corporation Tax returns for SWA
* Prepare P11Ds and PSAs as required (BUPA and other benefits)

Management information * Prepare monthly management accounts
* Provide information, sundry reports and financial advice on request
* Monitor SWA performance against budget

Payroll * Prepare monthly payroll on provider (Moorepay) system
* Year-end tax procedures including P60s
* Liaise with pension provider (Scottish Widows) on auto-enrolment pension scheme

Membership subscriptions * Distribute and collect member Turnover Returns
* Calculate subscriptions
* Prepare subscription invoices and monitor debtors

Other * Answer third party financial enquiries
* Develop accounting systems and processes as required
* Support the Deputy Director of Operations and the Chief Operating Officer with financial risk management
* Support the Deputy Director of Operations with pension schemes, staff benefits and insurance as necessary
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| **What we offer** |
| The Scotch Whisky Association is a prestigious organisation which works on behalf of our members to protect and secure a sustainable future for the Scotch Whisky industry. We can offer the right candidate the opportunity to join a thriving industry with colleagues who have a wealth of experience and knowledge. Our People and Culture Plan ensure employees are at the forefront of our minds. Some of our benefits are:* We review salaries regularly, working with external consultants to ensure our people are rewarded fairly.
* We offer employer pension contributions matching employee contributions plus 3%, up to a maximum of 15%.
* We have several engagement days throughout the year as well as activity days to take us away from the office to collaborate, communicate and strengthen our team.
* Our people policies reflect our investment in both physical and mental wellbeing. We provide a cycle to work scheme, BUPA healthcare, life assurance and group income protection packages alongside retirement and financial planning training.
* We offer personal and professional career development opportunities, with a focus on ensuring our people are equipped with the tools they need to do their job and progress their career.
* Our flexitime and hybrid working policies support our people to find the best individual balance between work and life commitments.
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| **Person Specification** |
| **Experience & Knowledge** |
| **Essential** | **Desirable** |
|  At least 3-5 years’ experience in a financial role either in industry or professional practice covering a wide range of accounting functions including payroll and VAT returns  Experience and knowledge of financial systems and accounting packages (we use Xero)  |  CCAB qualification  Knowledge of UK Corporation Tax  Knowledge of UK GAAP  |
| **Skills** |
| **Essential** | **Desirable** |
| Ability to prioritise work and meet deadlines.   Excellent attention to detail and ability to work accurately.   Ability to manage and nurture internal and external relationships.   Proficient in M365.   High level written and oral communication skills.   Good interpersonal skills including ability to explain financial matters to non-financial colleagues.  Ability to maintain confidentiality Ability to work independently when required  |  |
| **Personal Qualities** |
| Collaborative  Flexible and adaptable  Organised  Analytical  Professional and efficient  Reliable and trustworthy  Personally and professionally ethical  Proactive   |