

Job Description

Capital Accountant

Responsible to: Head of Finance

Responsible for: No responsibility

Grade: Scale 25-29

Location: Aberystwyth/Lampeter office

Overall Purpose:

To financially record, monitor and report upon the Capital Works programme. To support the Head of Finance in ensuring that appropriate financial and business information is produced in a format that will facilitate decision-making and contribute to the sound financial management of the organisation.

Key Responsibilities – Functional:

- To oversee the day-to-day management and integrity of the organisation's financial management systems in respect of Capital Works and developments, ensuring that records maintained are accurate, timely and made in accordance with relevant legislation.
- To ensure that policies and practices are implemented in line with current financial legislation, recognised best practice and appropriately to organisational needs.
- To be the lead contact within the Finance section in respect of Capital Works and developments.
- To maintain an appropriate accounting structure in order to facilitate the monitoring of Capital Works expenditure within the Financial Management System/s.
- To work with the Head of Finance and Property Services to set Capital Works budgets, and to monitor those budgets on an ongoing basis.
- To prepare and collate business information for meetings and to present that information to a mixed audience.
- To liaise regularly with Property Services and other personnel in order to communicate and effect robust budgetary control and ensure that staff are informed to make financial decisions.
- To design, implement and monitor financial systems controls in conjunction with the Head of Finance.
- To oversee and maintain effective relationships with appropriate external organisations including funders, regulators, advisors and suppliers; and to respond to any requests for information as necessary.
- To ensure that Capital works VAT is correctly accounted for, particularly in respect of the organisational VAT Shelter, and to ensure that transactions are up to date allowing timely returns to HMRC.

- Monitor the day to day cashflow requirements of the organisation, and assist in the planning of the organisations treasury requirements.
- To work with the Procurement Officer in ensuring effective procurement for all Capital Works and developments
- To monitor and report on capital tenders and contracts

Key Responsibilities - Service Development

- Communicate with the team so that they understand how their individual performance contributes to achieving the aims of the association.
- Ensure that outstanding customer service is being delivered on a day to day basis in line with corporate and service standards.
- Work flexibly and respond positively to changing business and user needs and carry out any other duties within the scope and nature of the grade.
- Work with staff across the Association so as to understand all necessary aspects and needs of procurement

Key Responsibilities - Staff Management

- None

Key Responsibilities - Corporate:

- To provide excellent customer service to all internal and external customers.
- Ensure that you work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the association and its staff comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- To carry out such other duties and responsibilities as may reasonably be requested.

This job description is not intended to be an exhaustive list of procedures and tasks carried out by the post holder. In view of the changing demands of the Service, emanating from legislation, government initiatives, the duties may need to be reviewed and revised as deemed appropriate by the Head of Finance.

Personal Specification Capital Accountant

All criteria are **Essential** unless indicated otherwise

Qualifications:

- Relevant accountancy qualification or equivalent through experience
- Evidence of continually developing professional knowledge
- Welsh Speaker (Desirable)

Experience:

- Comprehensive experience of the full array of financial transactions and accounts maintenance
- Knowledge and experience of capital works accounting
- Experience of working in a Finance / Property repairs related environment
- Delivering Financial Management services in an organisation undergoing change
- Providing a customer based service
- Achieving challenging targets and objectives
- Evidence of achieving excellence in review and delivery of services and commitment to continuous improvement
- Experience of developing and implementing Financial policies
- Financial reconciliation and statistical analysis
- Public Sector or Housing Association experience (Desirable)

Knowledge/Skills:

- Good working knowledge of organisational Financial Management
- Working with computerised accounting systems and Microsoft based applications
- Business focussed approach to contract management
- Knowledge of VAT
- Development, preparation and monitoring of periodic financial performance reports and other management information
- Produces accurate and high quality work to meet deadlines, using initiative and resolving problems through consultation as appropriate
- Sound verbal, reasoning and written communication skills

Leadership and Management:

- Ability to develop, supervise and motivate staff on a day-to-day basis
- Promotes equality and diversity in all aspects of employment and service delivery

Personal Qualities:

- A strong commitment to high quality customer service
- Adopts a flexible approach to the requirements of the job
- Adapts positively to change.