

Job Description

Financial Accountant

Responsible to : Head of Finance

Responsible for: N/A

Grade: 25-29

Base: Aberystwyth Office

Overall Purpose:

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 group.

Key Responsibilities – Functional

- To assist in the management and integrity of the group's financial management systems ensuring that records maintained are accurate, timely and made in accordance with relevant legislation
- To be an integral part of the groups month end procedures, including accruals and prepayments and the closedown of the financial period in line with deadlines to ensure accurate and timely reporting
- To assist in the subsidiary's budget and planning process, co-ordinating the preparation of annual capital and revenue budgets
- The assist The Head of Finance in the delivery of the subsidiary's financial monitoring reports, monthly management information and financial year end accounts
- To reconcile group financial transactions such as bank reconciliations and calculate accounting transactions as required.
- To ensure that group policies and practices are adhered to in line with current financial legislation, recognised best practice and appropriately to organisational needs
- To create and input journals as necessary on a regular basis
- To maintain records and documentation in a formal and structured way
- Actively participate in any audit inspections providing the necessary support and advice as appropriate
- To be responsible for the groups non property fixed asset register
- To assist the Group Director of Corporate Services in robust governance of the subsidiary
- To ensure that VAT is correctly accounted for and assist in the quarterly VAT return of the group

Key Responsibilities: - Service Delivery

- Provide clear, visible and professional support and promote a high performance culture that drives continual improvement, efficiency savings and high levels of user satisfaction
- Promote effective partnership working with internal and external stakeholders in order to achieve continuous improvement in the provision of services
- Ensure that financial and all other resources of the function are managed to within agreed plans, to identify and feedback to Head of Finance new opportunities for making best use of all resources

Key Responsibilities - Service Development

- 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

Key Responsibilities - Corporate:

- To provide excellent customer service to all internal and external customers
- Ensure that you work within the Groups 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 by the Director of Corporate Services or the Executive Team

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

Person Specification: Financial Accountant

All criteria are essential unless indicated otherwise

Qualifications:

- Relevant accountancy qualification or equivalent through experience
- Evidence of continually developing professional knowledge

Experience:

- Comprehensive experience of the full array of financial transactions and accounts maintenance
- Knowledge and experience of statutory accounts preparation and an understanding of the relevant SORP and accounting standards
- Delivering Financial Management services in an organisation going through change
- Achieving challenging targets and objectives
- Financial reconciliation and statistical analysis
- Providing a customer based service
- Experience in setting budgets across capital and revenue headings
- Voluntary Sector or Housing Association experience (Desirable)

Knowledge/Skills:

- Good working knowledge of organisational Financial Management
- Working with computerised accounting systems and Microsoft based applications in particular Excel
- Knowledge of VAT
- Business focused approach to performance management
- Ability to speak Welsh (**Desirable**)
- Ability to deliver results to tight deadlines under pressure
- Sound numerical, reasoning and written communication skills
- Change management skills
- Able to set appropriate and challenging performance targets for own team and self

Leadership and Management:

- Ability to inspire, develop and motivate staff
- 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

