

# Barcud

## Financial Accountant

### Job Description

<b>Reports to:</b>	Corporate Finance Manager
<b>Responsible for:</b>	N/A
<b>Overall Job Purpose:</b>	Undertake the operation of the Finance function and the delivery and development of high-quality finance strategies and systems that enable Barcud to meet its business objectives and the needs of internal and external stakeholders.

#### Key Responsibilities

##### Finance:

- Assist in the management and integrity of the Association's financial management systems ensuring that records maintained are accurate, timely and made in accordance with relevant legislation.
- Be an integral part of the Association's month end procedures, including accruals and prepayments and the closedown of the financial period in line with deadlines to ensure accurate and timely reporting.
- Support the Corporate Finance Manager in the delivery of the Association's financial monitoring reports, monthly management information and financial year end accounts.
- Reconcile Barcud's financial transactions such as bank reconciliations and calculate accounting transactions as required.
- Ensure that group policies and practices are adhered to in line with current financial legislation, recognised best practice and appropriately to organisational needs
- Create and input journals as necessary on a regular basis.
- Maintain records and documentation in a formal and structured way.
- Activity participate in any audit inspections providing the necessary support and advice as appropriate.
- Monitor expenditure in accordance with Standing Orders, Financial Regulations and Delegated Authorities.
- Ensure that VAT is correctly accounted for and prepare the quarterly VAT returns of the Group.
- Produce the quarterly and annual treasury reports.
- Prepare cash flow forecasts as required.

##### People:

- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

##### Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.

- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- 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 employees 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.
- Carry out such other duties and responsibilities as may reasonably be requested.

*This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.*

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