

JOB DESCRIPTION

JOB TITLE:	Senior Accountant - Capital (Maternity Cover)
RESPONSIBLE TO:	Head of Finance
RESPONSIBLE FOR:	Assistant Finance Business Partner (*2), Cost Accountant – Trwsio (In-house contractor)
DEPARTEMENT/ SECTION:	Finance
SALARY (£):	G12-G14 (Dependant on level of experience that will determine contractual duties and thus salary grade)

MAIN PURPOSE OF THE JOB
<ul style="list-style-type: none"> • To manage financial services and support relating to Adra’s Property directorate, which includes: <ul style="list-style-type: none"> - Development of New Builds department - Capital Investment department - Asset management department - Repairs and Maintenance department - Compliance department • To assist the Director of Development and Assistant Director of Assets with the financial planning of the Capital Programme (new build and existing properties) ensuring consistency with the business plan. • To ensure that group budgets are monitored and controlled appropriately via the preparation of monthly management accounts, variance analysis reports, cost projections and regular liaison with budget holders. • Consistently looking for ways to better support operational staff, improve reporting, engagement and relationships and understanding of budget holders and what numbers mean to them • Act as a first point of contact on all finance related issues for the directorate you support

KEY RESPONSIBILITIES
<p>Financial Management</p> <ul style="list-style-type: none"> • Development of robust and effective financial forecasting enabling management to track and deliver the Development and Assets strategies.

- Ensure that the financial ledgers in relation to Capital Expenditure are up to date and accurate, and to maintain financial control accounts and key reconciliations.
- To meet financial accounting deadlines, so that monthly management accounts can be prepared on a timely basis.

Budgeting and Budgetary Control

- Report to senior management in clear and concise terms, providing timely, accurate financial and management information.
- To supervise and review the preparation of monthly management accounts for the entire Property directorate budget (including Repairs and Maintenance) in accordance with the agreed timetable.
- To prepare the annual Property budget (both Capital and Revenue), including uploading budgets to the financial system and ensure that all Budgets agree with the approved budget and the business plan.
- To prepare the annual Medra (Adra's only subsidiary) budget, management accounts and year-end reports.
- Support budget holders through the budget cycle; identifying and monitoring opportunities for efficiency
- Ensure that there is a culture of accurate and regular journals, reconciliations and other financial controls to ensure accurate financial information is recorded and reported on
- To design and run management account reports from the finance system.
- Monitor longer term capital projects
- To prepare affordability Assessments on tendered schemes for the Capital Investment Program.
- Prepare and submit Bond applications, liaising with Banks to ensure Bonds are established promptly in accordance with scheme requirements. Co-ordinate with departments as required.

VAT

- To ensure that the VAT is accounted for properly, in line with the VAT shelter and partial exemption agreements.
- To prepare and submit monthly VAT returns. Liaising with Departments and relevant Finance team staff.
- To liaise with VAT advisors to ensure all VAT changes are implemented
- Advise Senior Management of legislation changes and processes.

Treasury Management

- To provide the Treasury Management team with reports to assist with loan covenant compliance reporting.
- Reporting and management of cashflow forecast

Statutory Accounts

- To assist with the preparation of the year end statutory accounts.
- Preparation of Statutory Accounts Disclosures
- To liaise with the external auditors during the audit of the accounts ensuring that they are provided with all relevant working papers and explanations.

Capital Accounting

- Review Key reconciliations against all Capital Schemes
- Assist and advice Group Assistant Finance Business Partner of processes and procedures.
- Review of completed schemes and report on final costs and sign off with Director of Development and Head of Finance

Asset Management

- To ensure that all capital expenditure can be analysed to property and component level as required by the Housing SORP.
- To ensure that all component costs reconcile to the Assets Department's project management system.
- Review key information schedules relating to New Homes and Asset Management, ensuring that each property portfolio classification is recorded accurately on the Fixed Asset Register and costs are promptly and accurately recorded against individual components

Financial performance indicators

- To produce monthly, quarterly and annual Financial Performance indicators.

Employees

- To undertake line manager duties, including recruitment, management of sickness & leave, identification of training & development needs, performance management and performance appraisal.
- To provide training and guidance to staff from other sections on financial systems, procedures and policies.

General Management Responsibilities

- To respond to issues arising when the Head of Finance is unavailable.
- To attend internal and external meetings as required
- To constructively challenge traditional ways of working, and to develop innovative responses and be committed to continuous improvement.
- To ensure compliance with the Financial Regulations, Scheme of Delegation, Standing Orders, standards of probity relating to the organisation's charitable status and Welsh Government Regulations.
- To ensure compliance with all other relevant legislative, regulatory, constitutional and financial requirements, and to work to high professional and ethical standards.
- To ensure compliance with ISO 9001, ISO 14001 & OHSAS 18001 requirements on Health, Safety, Quality and Environment issues.
- To ensure compliance with the equality and diversity policy.
- To represent, promote and maintain a positive attitude and image for Adra.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service, you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your Director.

PERSON SPECIFICATION		ESSENTIAL/ DESIRABLE
QUALIFICATIONS		
Fully or part qualified accountant with a clear understanding of finance processes		Essential
Relevant management or leadership qualification		Desirable
EXPERIENCE, KNOWLEDGE AND SKILLS		
Experience of working in the housing sector		Desirable
Knowledge of Capital Accounting and associated transactions		Essential
Knowledge of Component Accounting		Essential
An individual who enjoys a challenge and wishes to work in a high performing finance function, with the ability to develop and motivate a team to deliver results.		Essential

Experience in the production of Statutory Accounts Disclosures and dealing with external audit requirements, with an up to date knowledge of general accounting principles.	Essential
Be methodical, organised, efficient and effective and have attention to detail	Essential
Communicate complex financial information to non-Finance colleagues	Essential
Thrive under pressure and have the ability to prioritise workload and work to deadlines	Essential
Preparation of budgets, management accounts and year-end reports.	Essential
Experience of financial reconciliation and of maintaining internal financial controls and key control accounts	Essential
VAT experience, including VAT returns, VAT Shelter and PESM	Essential
You will have excellent communication skills, both written and verbal, able to understand a wide range of stakeholder needs and adapt services where necessary.	Essential
You will be proactive and able to learn, review and develop internal processes and procedures, continuously looking to improve the services and outputs delivered to ensure compliance.	Desirable
The ability to communicate fluently through the medium of Welsh and English.	Essential