

JOB DESCRIPTION

JOB TITLE:	ASSISTANT ACCOUNTANT (Corporate Services)
RESPONSIBLE TO:	MANAGEMENT ACCOUNTANT
RESPONSIBLE FOR:	N/A
DEPARTMENT/ SECTION:	FINANCE
SALARY (£):	Grade 8

MAIN PURPOSE OF THE JOB

- To provide professional financial support, management information and accountancy support to the Resources Department.
- To ensure that proper books and records are maintained in order to comply with statutory and regulatory requirements.
- To ensure that tenant and customer interests are identified and fully taken account of in the provision of services.

KEY RESPONSIBILITIES

Budgeting and Budgetary Control (Revenue)

- To prepare the annual budget, monthly management accounts and year-end accounts for the Resources Department.
- To provide accurate and timely monthly budget information to Operational Managers / Budget Holders, and to meet regularly with them.
- To ensure that the management accounts reflect all committed expenditure.
- To calculate accruals and prepayments and to maintain full working papers.
- To create and input journals to the financial ledger systems.
- To examine budget variances, to fully understand the reasons for the variances, and to take any required corrective action.
- To design management accounting reports as required by other Finance staff or Budget Holders.
- To play an integral part in the annual “Budget Challenge” process.
- To assist the Management Accountant with producing Adra’s overall budget, management accounts and year-end accounts.

Support to Departments

- To provide proactive financial challenge and support that helps develop services.
- To provide financial information for the completion of grant claims and returns as required.

Statutory Accounts

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

Payroll

- To process the monthly payroll journal, ensuring that it reconciles to payroll reports and that the payroll control account balances.
- To process and summarise all amendments to monthly payroll standing data including overtime and travelling claims to ensure that changes have been properly authorised, and are within budget.
- To check all changes on the payroll audit reports to ensure that amendments correctly reflect data input.
- To assist with the completion of various returns as required, including monthly pension scheme returns.
- To record any instances where the payroll provider fails to deliver the service detailed in the service level agreement.

Insurance Claims

- To assist the Management Accountant in administering insurance claims as and when they arise, including liaising with Adra's Insurers.
- To maintain and keep up to date a database of all claims received and record the progress of each claim.
- To ensure that all repayments are received from Insurers and accounted for correctly within Adra's accounts.

Other Financial Support

- To assist with the production of Financial Performance indicators, and Benchmarking data e.g. Housemark
- To assist with the updating of financial policies and procedures

Continuous Improvement and VFM

- To be committed to continuous improvement, and to continually review the service provided so that efficiencies and improvements are incorporated into processes and procedures.

- To work with departments to constructively challenge traditional service delivery, and to develop innovative responses.
- To ensure that all support to service departments includes Value for Money (VFM) as a prime consideration.

General Management Responsibilities

- To respond to issues arising when the Management Accountant is unavailable.
- To attend internal and external meetings as required
- 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 customer service standards, and to contribute to tenant participation events and activities as required.
- 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		
5 GCSE (Grades A-C), including Maths		Essential
Full membership of the Association of Accounting Technicians (AAT) or willing to work towards		Essential
Fully or part qualified accountant		Desirable
EXPERIENCE, KNOWLEDGE AND SKILLS		
Experience of working in the housing sector		Desirable
Experience of working in a financial capacity for a comparable organisation.		Essential
Experience of working with financial systems and ledgers		Essential
Preparation of budgets, management accounts and year-end reports		Desirable
Budget variance analysis, including undertaking any required corrective action.		Desirable
Adept at dealing with budget holders and is trusted by them		Desirable
Development, preparation and monitoring of periodic financial performance reports and other management information		Desirable
Proficient in software applications, especially Microsoft products including Excel		Essential
Produces accurate and high-quality work to meet deadlines.		Essential
Identifies and defines problems and finds appropriate solutions.		Essential
Demonstrates judgment, uses initiative and is a good decision maker.		Essential
Works to the organisation's objectives and contributes ideas to facilitate change and improve services.		Essential
Communicates effectively.		Essential
OTHER		
Flexible in approach to hours worked		Essential
LANGUAGE REQUIREMENTS		
Communicates fluently in Welsh and English		Essential