

# Job Description

## Financial Accountant



<b>Directorate:</b>	Finance
<b>Team:</b>	Finance
<b>Role Type:</b>	Remote
<b>Reports to:</b>	Service Manager, Financial Accounts
<b>Direct Reports:</b>	1 x Assistant Accountant
<b>Overall Job purpose:</b>	
Take the lead and be responsible for financial and taxation reporting, financial accounting judgements, provide advice to managers and other internal customers, liaise with auditors, regulators, banks, professional advisors, HMRC and third parties including contractors, in order to comply with regulation and maximise financial resources for the group ensuring continuous improvement.	
<b>Core responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Directly line manage, motivate and coach the team in line with agreed CKH policies and processes.</li> <li>• Take the lead in the production of quarterly returns to funders, etc. and annual statutory accounts (Year End), including preparation of audit papers and schedules, for the Service Manager, Financial Accounts to review.</li> <li>• Take the lead in the production of monthly tax returns (CIS and VAT) and annual VAT partial exemption calculations and corporation tax returns ensuring gift aid receipts are maximised, for the Service Manager, Financial Accounts to review.</li> <li>• Supporting the day to day delivery of operational financial transactions to time and quality, including signing off reconciliations and control accounts prepared by assistant accountant.</li> <li>• Take the lead on maintaining and improving the internal control assurance framework - including financial and standing order regulations - ensuring that all internal audit recommendations are addressed on time, to the agreed standard.</li> <li>• Support the Service Manager, Financial Accounts in ensuring that all financial accounting policies and procedures are legally compliant and reflect best practice.</li> <li>• Manages adhoc banking transactions in line with CKH policy and customer requirements.</li> <li>• Take responsibility for being first point of contact for internal &amp; external customers to ensure that excellent service and support is delivered, giving specialist advice to colleagues.</li> </ul>	

- Provide support to the Service Manager, Financial Accounts in the provision of high-quality company accounts and the consolidation of group accounts with sound auditable working evidence.
- Take responsibility for the management of finance systems applications, representing the group, both internally and externally.
- Protect the group's assets by leading the Fraud policy, keeping up to date with new and emerging fraud attempts and report any such attempts to the appropriate people / organisation for follow up where considered necessary.
- Act as deputy for the Service Manager, Financial Accounts when required.

#### Key Relationships

- Internal – internal customers within each function.
- External – HCA, internal and external auditors, banks, Suppliers, Orchard (Open Accounts), Castleton, professional advisors, other HAs for networking and consulting on best practice and HMRC to ensure regulatory and statutory compliance.

#### Dimensions:

- HMRC return circa £1m annually.
- Revenue and capital circa £80m annually.
- Circa 20 budget holders.
- 4 subsidiaries; joint venture investments.
- 1 direct report.

#### Additional information:

DBS Required – BASIC

No job description can cover every issue which may arise and the post holder is expected to carry out other duties as required from time to time.

#### Person specification

Requirements	Essential Criteria	Desirable Criteria
Knowledge and experience	<ul style="list-style-type: none"> <li>• Knowledge and</li> </ul>	

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Integrity

Teamwork

<p><i>Describe the knowledge and experience required to do the job. Is there particular knowledge required e.g. of particular regulations and procedures? What relevant experience is required?</i></p>	<p>experience in the preparation of Limited company statutory balance sheet</p> <ul style="list-style-type: none"> <li>• Technical knowledge of accounting principles</li> <li>• Experience of working in a busy Finance department in a complex organisation, within a team, juggling demands, working to deadlines and managing the expectations of others;</li> <li>• Excellent knowledge, understanding and sufficient experience of day to day financial accounting;</li> <li>• Ability to translate VAT publications and content of accounting standards for desired application;</li> <li>• Experience in accounting for complex VAT schemes, including financial system data capture, VAT return production and submission</li> <li>• Varied experience of</li> </ul>	<ul style="list-style-type: none"> <li>• Use of the Open Accounts financial software package;</li> <li>• Track record in improving performance, responding positively to change and delivering results;</li> <li>• Knowledge and experience of applying the rules of a HMRC agreed VAT Partial Exemption Special Method</li> <li>• Knowledge and experience in the consolidation of Group Financial Statements</li> </ul>
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	<p>the usage of different accounting software packages</p> <ul style="list-style-type: none"> <li>• Track record in improving performance, responding positively to change and delivering results.</li> <li>• Experience of making inter-group transactions, reconciliation and consolidation accounting for them</li> </ul>	
<p><b>Skills and abilities</b></p> <p><i>Describe the skills and abilities required to do the job effectively</i></p>	<ul style="list-style-type: none"> <li>• Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines.</li> <li>• Focuses on delivering customer needs and invites feedback from customers.</li> <li>• Able to prepare annual statutory financial company and group accounts</li> <li>• Excellent numeracy skills with the ability to interpret relevant information and analyse data in resolving financial issues to a high</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of IFRS reporting</li> <li>• Previous line management experience</li> </ul>

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	<p>standard</p> <ul style="list-style-type: none"> <li>• Able to manipulate large volumes of data in a timely and accurate fashion</li> <li>• Able to build strong working relationships with individuals and teams from all disciplines within the business</li> <li>• Strong communication skills to clearly explain and convey financial information to both within and outside of the Finance team</li> <li>• Advanced Excel skills including the use of pivot tables and LOOKUP and IF functions and PIVOT tables</li> <li>• Ability to make appropriate accounting decisions and advise budget holders accordingly.</li> </ul>	
<p><b>Personal behaviours and style</b></p> <p>We look for people who are committed to and demonstrate our core values of:</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> Getting things done while being accountable. <i>Delivering on objectives and taking responsibility for the service. A positive attitude.</i></li> </ul>		

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<ul style="list-style-type: none"> <li>• <b>Commitment:</b> Putting customers first. <i>Being customer focussed; delivering excellent services to external and internal customers. Adopting a flexible approach.</i></li> <li>• <b>Excellence:</b> Always striving to be the best. <i>Continuously reviewing the service and improving efficiency. Exceeding our targets and improving standards.</i></li> <li>• <b>Integrity:</b> Honest and open in everything we do. <i>Maintaining our code of conduct and acting professionally at all times</i></li> <li>• <b>Teamwork:</b> Working together to deliver. <i>Building and maintaining excellent working relationships with internal managers/teams and external stakeholders; ensuring our corporate objectives are met.</i></li> </ul>		
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and/or specific occupational training required</i>	<ul style="list-style-type: none"> <li>• AAT Level 4 or similar qualified and working towards ACCA/CIMA</li> </ul>	<ul style="list-style-type: none"> <li>• ACCA/CIMA fully qualified accountant.</li> </ul>
<b>Additional requirements</b> <i>Detail any additional requirements for the role e.g. able to work shift patterns including bank holiday nights and weekends, Must hold full current UK driving license Etc.</i>	A sensible attitude to flexible working patterns to suit business demands	
<b>Version control:</b>		
<b>JD authorised by (Director):</b>	Ruby Surpal	<b>Date:</b> 14/05/2024

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