



JOB DESCRIPTION

Job Title:	Accountant
Reporting to:	Assistant Finance Director
Department:	Finance and Corporate Services
Key Purpose:	The Preparation of Accurate and Timely Financial Information, Reports and Analysis.

Summary of Main Duties:

Preparation of Accounts & Analysis

- To produce monthly management accounts including profit and loss account, balance sheet reconciliations, explanations for variances to budget and divisional performance for the Organisation in an accurate and timely manner;
- To prepare the year end audit file, annual statutory Financial Statements and liaise with the External Auditor as required;
- To provide analysis to the External Audit Tax department for the calculation of corporation and deferred tax;
- To prepare monthly profit projections, updated on a weekly basis;
- To assist the Assistant Finance Director in the preparation of financial analyses, key performance indicators / monthly variance analysis and cashflow forecasts as required;
- To assist the Assistant Finance Director in the annual budgeting process and strategy development;
- To produce divisional profit and loss accounts as required within the strategic cycle;
- To prepare and process monthly creditor payments and ensure purchases comply with the Organisation's procurement policy;
- To review and approve the weekly payroll including the calculation of overtime, holiday pay, etc.;
- To prepare and process the monthly payroll including timely completion and submission of HMRC forms and pension contributions; and
- To prepare the monthly credit card analysis, reconcile to receipts and ensuring appropriate approval from budget holders is obtained.

Reporting and Communications

- To assist the Assistant Finance Director in the preparation of financial and commercial reports and information for the Finance Director;
- To present financial information to the Finance & Corporate Services Team;
- To liaise with Departmental Managers within the Organisation in areas with a financial impact; and
- Other ad-hoc reporting as required.

Compliance

- To assist in compliance with relevant Accounting Standards and the Organisation's statutory requirements relating to VAT, PAYE, National Insurance, Pension and other returns and payments.

Governance

- To provide assistance in developing, documenting, implementing, monitoring and reviewing robust and efficient financial control policies and procedures and financial administration systems to maintain best practice processes, gain efficiencies and reduce risk;
- To identify, highlight and help address risks within the Organisation's financial control systems, policies and procedures;
- To liaise with the Internal Auditor as required; and
- To attend Audit Committee meetings as required.

General Responsibilities

- To help maintain an accurate and up-to-date record of all commercial arrangements for pricing, invoicing and review purposes;
- To help provide updated information for the annual renewal of employee benefits as required;
- To assist in the preparation of grant claims / funding applications as required;
- To keep up-to-date with development in accounting and management information systems;
- To provide ad-hoc support to the Finance Director as required;
- Follow Organisation policies and procedures and adhere to health and safety policies and statutory regulations including UK-GDPR;
- Represent the Organisation in a reputable and professional manner at all times;
- Contribute to the development of a respectful and mutually supportive working environment;
- Undertake other duties within your area of competence as directed; and
- Maintain high standards of personal accountability.

This job description is not meant to be definitive and may be amended to meet changing needs.