



Assistant Accountant



Job description – Assistant Accountant

Reporting to the– Accountant

People responsibility:

- Direct reports = 0
- Indirect reports = 0
- Total employees =0

Work Location:

Hybrid- minimum one day in the office per week

Summary of role:

This role of **Assistant Accountant** plays an integral part in the **Finance function** which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

Key areas of responsibility

The Assistant Accountant plays a key role in supporting the Finance team in delivering high quality, appropriate financial information is produced in a format which will facilitate decision-making and contribute to the sound financial management of the Group

- **Financial Management and Reporting**
 - a. Assist the accountants in preparing accurate and timely management accounts ensuring variances are understood and clearly explained.
 - b. Work with the accountants in supporting budget holders with high-quality financial insight to their area of responsibility to enable effective decision making
 - c. Assist with preparation of reconciliations of control accounts and ensure data integrity within the finance system.
 - d. Support the accountants in year end procedures including audit preparation, working papers and liaison with external auditors
- **Budgeting, Forecasting and Planning**
 - a. Support the accountant with the annual budget setting process, working collaboratively with budget holders providing clear and concise advice
 - b. Assist with the preparation of in year forecasts, identifying risks, opportunities and support budget holders with financial management against budget

➤ **Business Partnering**

- a. Together with the accountants, act as a trusted financial partner to operational teams providing financial information to non-finance individuals
- b. Assist the accountants with the preparation of financial information to support business cases, service reviews and transformation projects as and when required.

Additional responsibilities:

➤ **Financial responsibility:** There is no direct financial responsibility for this role

➤ **Health and Safety:**

In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".

- Responsible for ensuring that all of the Group's Health and Safety policies and procedures are fully implemented and adhered to

➤ **Data Protection:**

- To follow the Data Protection principles in all work activity
- To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification

What do I need to be successful as the Assistant Accountant

- A team working ethos with exceptional collaboration skills which motivate and inspire.
- Able to communicate, support the organisation's priorities, culture and purpose.
- Experience of measuring and monitoring effective service delivery and addressing performance concerns or issues.
- The ability to devise or contribute to encourage new ways of working in times of transition. Be consistently positive about new ideas and learning.
- A sound understanding of the challenges facing the housing sector and the regulatory and legal frameworks we operate within. Ensure that business risks are identified, discussed and managed.
- A strong commitment to Equality, Diversity and Inclusion.
- The ability and experience to contribute to any governance or regulatory issues which the organisation may encounter.
- Ability to work at pace.
- Skilled at negotiating and influencing, with ability to apply different techniques to varying situations.
- Able to communicate complex information in a concise and accessible way to a variety of audiences.

- Knowledgeable and up to date regarding technology and digital aspects of portfolio.

Additional specialist skills and qualifications to be successful in this role:

- Working towards a professional qualification (ACA, CIMA, ACCA, AAT) . (Desirable)
- Intermediate to advanced excel skills (Essential)
- Awareness of designing and implementing financial controls (Essential)
- Experience of working with IT teams to design and implement effective financial processes and automation (Desirable)
- Ability to work independently to tight deadlines (Essential)

Training and Development:

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of **Assistant Accountant**.

You will be required to complete continuous professional development, to further support your role and the Group.