

Role Profile & Person Specification

Job Title:	Financial Accountant
Department:	Finance
Location:	Fanshaws/Remote
Role reports to:	Head of Finance, Facilities & IT

Role Profile

Purpose of Role

To prepare timely and accurate management accounts and taxation information ensuring that appropriate controls are in place for the organisation.

Key Responsibilities:

Financial Accounting/Control

(50%)

- Prepare and post monthly journals (including accruals, prepayments, payroll)
- Prepare and review the monthly trial balance and management accounts (P&L, B/S)
- Prepare key monthly reconciliations, including Aged Creditors, Aged Debtors, PAYE/NI etc.
- Maintain capital expenditure, fixed assets and depreciation schedules
- Maintain exchange rates as required
- Manage any project related financial accounting requirements on Sage 200
- Maintain the Sage 200 accounting system (Purchase Ledger, Sales Ledger, General Ledger) ensuring that any relevant processes are appropriately controlled
- Oversee the relationship with the Finance team in a China subsidiary and ensure this is consolidated into the UK P&L.
- Assist with year-end accounting and audit processes including providing samples and fulfilling audit requests
- Assist with the statutory accounts and annual return processes
- Keep up to date with accounting standards relevant to the organisation, ensuring that they are fully understood, communicated and appropriately applied
- Provide any regular or ad hoc financial accounts related analysis and reports as required by the Finance Manager and senior management

Taxation

(10%)

- Keep up to date with all taxation legislation relevant to the organisation and ensure that it is applied appropriately
- Prepare the quarterly VAT reconciliation and return using the PESM as required and arrange the VAT payment
- Provide any information and analysis required for the annual Corporation Tax return
- Support any other taxation requirements for the organisation (VAT, PAYE/NI, Corporation Tax)
- Investigate and suggest resolutions for any taxation related queries relating to the organisation

Expense Administration

(25%)

Monitor and maintain MEO online expense system

- Maintain user profiles

- Reconcile monthly expenses - Barclaycard
- Update mileage rates quarterly
- Investigate and resolve queries
- Main point of contact with MEO helpdesk
- Import expense entries into Sage

Other

(15%)

- Management responsibility with 2 x Finance Assistants within the Finance Team.
- Maintain and improve the Management Accounts file.
- Barclaycard administration
- Manage responses to National Statistics Enquiries and similar requests for the organisation
- Carry out other tasks and activities as requested by the Finance Manager
- Provide cover for other members of the Finance team

Key Performance Indicators:

- Feedback from key stakeholders (see below)
- Financial Accounting deadlines are met
- Sage 200 and Management Accounts accuracy

Key Relationships:

Internal:

- Finance team:
 - Finance Assistant (Sales Invoices & Credit Control)
 - Finance Assistant (Receipts & Supplier Payments)
 - BD Finance Business Partner
- Head of HR (PAYE/NI, Pension Contributions, BUPA)
- Product development – internal capital expenditure
- Heads of Departments – Management Accounts review, capex

External:

- Bank
- Auditors, tax advisors

Job Context:

- The job-holder reports to the Finance Manager (FM)
- The job-holder does not have any direct reports, but may be required to assist the FM with the supervision of the Finance Assistants (x2)

Job Dimensions:

- The job holder has operational responsibility for the following systems in the organisation (overseen by FM):
 - MEO expense system - administrator
 - Barclaycard – administrator
- The job-holder has access to the following systems in the organisation:
 - Sage 200 (General Ledger, Sales Ledger, Purchase Ledger) – administrator
- The job-holder has read-only access to other internal systems in the organisation, including:
 - Power BI
 - Microsoft Azure

Authority Level:

- Financial – none

Person Specification

Essential Knowledge & Experience

- Previous experience in a similar financial accounting and taxation role
- Strong technical accounting and general taxation knowledge
- Hands on experience using Sage 200 (General Ledger, Sales Ledger, Purchase Ledger)

Desirable Knowledge & Experience

- Experience working in an audit or taxation environment
- Experience working with/for not for profit organisations (e.g. membership organisations)
- Knowledge of or experience preparing VAT for organisations with partially exempt activities
- Previous experience working in a finance team for a small organisation
- Education, professional body or automotive sector background

Required Skills & Abilities

- Strong numerical skills with a high level of accuracy and attention to detail
- Organised and methodical, able to prioritise and organise workload effectively
- Flexible with good time management to meet team deadlines
- Good verbal and written communication skills, able to communicate effectively with a range of internal and external stakeholders
- Works well as part of a small team
- Good/advanced excel skills

Essential Qualifications:

- Qualified Accountant or finalist (ACA, ACCA or equivalent)

Other:

- Credit check required due to the nature of the role