

ROLE PROFILE

Role Title:	Financial Accountant
Department:	Finance
Role Purpose:	<ul style="list-style-type: none"> • The preparation of year end statutory accounts for all legal entities under UK GAAP and FRS 102 accounting standards. • Preparation of service charge statements and mutual accounts to timetable. • To lead a team by example to ensure that balance sheet accounts are reconciled and reviewed. • To drive yourself and your team to resolve issues relating to the complex reconciliations of key balance sheet control accounts. • Ensure team targets are being achieved. • Drive continual improvement in people, processes and systems.
Reporting to:	Financial Accounting Manager
Responsible for:	1 x Mutual Accountant 1 x Assistant Financial Accountant
Disclosure level:	n/a
Role Level:	Frontline Manager

Key Role Responsibilities	<p>Financial Statements</p> <p>Assist in the production of Financial Statements for all group entities (Currently 6 entities).</p> <p>Ensure the Financial Statements of Midland Heart are compliant with current accounting standards.</p> <p>Produce consolidated accounts, including I&E, Balance Sheet, cash flow and all accompanying notes.</p> <p>Liaise with external auditors, ensuring all workings and explanations are provided where necessary.</p> <p>Liaise with other finance staff and other departments to ensure all issues raised are resolved as timely and efficiently as possible.</p> <p>Continually review process and performance to strive for continual improvement.</p> <p>Regulatory Returns</p>
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	<p>Ensure all annual returns are completed by the stated deadlines, to include RCGF, FVA, FSA and Office of National Statistics documents.</p> <p>Month End Processes</p> <p>Maintain effective controls over the Group's balance sheet and underlying accounting records, to include:</p> <ul style="list-style-type: none"> • Reconciling of balance sheet codes, collating data and documentation where appropriate. • Produce a balance sheet for each group entity, and a consolidated balance sheet for inclusion in the management accounts pack. <p>Take overall responsibility for:</p> <ul style="list-style-type: none"> • Bad Debt provision calculation and reconciliation. • Rent (cash postings) reconciliation. • Equity loan provision • Continual development of underlying processes. • Maintain monthly reconciliations of I&E data in statutory accounts format, to include: payroll, interest payable and receivable, fixed assets disposals, 1st tranche disposals, rents and voids analysis. • Regular meetings with the wider business to understand upcoming projects, particularly Development. <p>Benchmarking</p> <p>Prepare and review benchmarking information for the Research & Performance team.</p> <p>Component Accounting</p> <p>Assist to ensure Midland Heart reporting requirements are met.</p> <p>Ensure system is compliant with FRS102.</p> <p>Liaise with Keystone to ensure system improvements are suggested, tested and implemented.</p> <p>Mutual accounting</p> <p>Ensure Mutual accounts are delivered to timetable.</p> <p>Review completion statements.</p> <p>Management</p> <p>Lead the financial accounts team of up to 2 people.</p> <p>Ensure the development of staff as appropriate to maintain standards within the team and encourage career progression.</p> <p>Ensure the work of colleagues and self is of a consistently high standard.</p> <p>Health & Safety</p> <p>To be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Midland Heart Health & Safety policy.</p>
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Education, Qualifications and Training	Qualified Accountant (ACA/ACCA/CIMA).
Knowledge and Experience	<p>Knowledge of IFRS and preparation of statutory accounts.</p> <p>Demonstrable experience of financial reporting & accounting.</p> <p>Strong people management skills, including experience managing a small team. .</p> <p>Knowledge and experience of preparing complex reconciliations.</p> <p>Good knowledge of excel (Vlookups, sumif, pivot tables and nested If statements).</p> <p>An understanding of the balance sheet reconciliations of a large organisation.</p> <p>Good knowledge of Microsoft word.</p>
Role Specific Skills & Behaviours	<p>Detail orientated.</p> <p>Good communication skills.</p> <p>Willing to challenge and try new ways of thinking or working.</p> <p>Ability to effectively manage a team to ensure consistent high performance, including leading by example, creating a positive team working environment and managing underperformance.</p> <p>Ability to understand the causes of and provide solutions to issues arising.</p> <p>Accurate and detailed approach to work.</p> <p>Ability to carry out several tasks at once and to prioritise effectively.</p> <p>Ability to work accurately and to tight deadlines.</p> <p>Track record of resolving issues and putting in place actions to remove the root cause of issue to prevent re-occurrence</p> <p>Willing to challenge and try new ways of thinking or working.</p> <p>Ability to work alone and be proactive.</p> <p>A willingness to seek out areas for continuous improvement.</p> <p>A “can do” attitude.</p> <p>Ability to take information from a range of sources in order to provide quality analysis.</p> <p>Ability to communicate effectively with managers and senior managers across the business.</p> <p>Flexible approach.</p>