

### Role Profile

<b>Role Title:</b>	Financial Accountant
<b>Department:</b>	Finance
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>• To work within the Financial Accounts Team to ensure that accounting for Midland Heart &amp; Mutual companies is done accurately &amp; in a timely manner.</li> <li>• Accounting for Mutuals including but not limited to accounting for property sales, mortgages and taxation.</li> <li>• To coordinate and produce annual statutory accounts for each mutual company in accordance with their differing year ends, ensuring compliance with statutory guidelines.</li> <li>• To assist the Senior Financial Accountant with the month end accounting relating to the Group.</li> </ul>
<b>Reporting to:</b>	Senior Financial Accountant
<b>Responsible for:</b>	N/A
<b>Disclosure level:</b>	N/A
<b>Role Level:</b>	Frontline Worker

<b>Key Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• To ensure that accurate management information is prepared on a timely basis with specific regard to the Midland Heart &amp; Mutual companies.</li> <li>• Assist in the preparation of annual statutory accounts for each mutual company.</li> <li>• Month end accounting for Midland Heart &amp; Mutual companies.</li> <li>• Liaison with external auditors and other regulatory bodies.</li> <li>• Production of annual service charge statements for audit.</li> <li>• Production of property completion statements in relation to the Mutual companies.</li> <li>• Responsible for ensuring that all input relating to balance sheet and income and expenditure accounts is prepared in accordance with predetermined time scales.</li> <li>• Perform reconciliations, subsequently minimising and clearing outstanding items in a timely manner.</li> <li>• Keep up-to date with latest accounting standards &amp; regulatory framework.</li> </ul>
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<p><b>Education, Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• Last Year/Final Stage or Qualified Accountant (ACA/ACCA/CA/ACMA)</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of preparing a set of Statutory accounts.</li> <li>• Ability to interact and represent Midland Heart positively to outside agencies including External Auditors.</li> <li>• Ability to set own objectives and work independently. Make recommendations and take responsibility for their decisions.</li> <li>• Ability to work to tight deadlines.</li> <li>• Excellent IT skills including Microsoft Outlook, Excel &amp; Word.</li> </ul>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Ability to work to a high degree of accuracy and to tight deadlines.</li> <li>• Ability to liaise with external and internal customers.</li> <li>• Good analytical skills and ability to formulate solutions to problems.</li> <li>• An organised approach with the ability to carry out several tasks at once and to prioritise effectively.</li> <li>• Good verbal, written and communication skills</li> <li>• Ability to work on own initiative.</li> <li>• Willingness to challenge &amp; try new ways of thinking &amp; working and seek out areas for continuous improvement.</li> <li>• Ability to prioritise tasks, work alone &amp; be proactive.</li> <li>• Good interpersonal skills – with the ability to communicate at various levels.</li> <li>• A “Can do” attitude.</li> <li>• Flexible approach.</li> </ul>