

Role Profile

Role Title:	Assistant Assets Accountant
Department:	Finance
Role Purpose:	<ul style="list-style-type: none"> To work within the Financial Accounts Team to ensure that month end balance sheets in the area of fixed assets are prepared in an accurate and timely fashion. To contribute to the preparation of year end statutory accounts in relation to fixed asset disclosures. To work as part of the Financial Accounts Team to provide support for projects being undertaken. To prepare and resolve issues relating to the complex reconciliations of key fixed asset control accounts. To ensure that all fixed asset transactions relating to additions, depreciation and disposals are recorded accurately and in line with statutory guidelines.
Reporting to:	Senior Tax & Asset Accountant
Responsible for:	N/A
Disclosure level:	N/A
Role Level:	Frontline Worker

Key Role Responsibilities	<ul style="list-style-type: none"> Accurately record the costs of acquired assets. Track completion of project costs into asset registers. Monitor the validity of the asset register, ensuring that the correct carrying value is held for each asset. Calculate the monthly depreciation for all fixed assets. Process capitalised interest on a monthly basis. Correctly account for asset disposals and record this onto the asset register. Investigate potential obsolescence of fixed assets and update asset register accordingly. Accurately produce the monthly capital expenditure report. Monitor and produce 'Other Fixed Assets register' using the Open Accounts module. Monitor and produce the 'Housing Properties Fixed Assets register' using the Keystone system. Reconcile on a monthly basis all fixed asset balance sheet codes. Maintain awareness of potential changes in accounting standards that will impact your areas, and recommend to management any updates to accounting policies in relation to fixed assets. Conduct periodic impairment reviews. Prepare audit schedules relating to fixed assets, and assist the auditors in their enquiries.
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	<ul style="list-style-type: none"> • Be mindful of value for money and contribute to the team by adding value to the role and the teams work. • 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 and Safety Policy commensurate with this position.
Education, Qualifications and Training	<ul style="list-style-type: none"> • Part Qualified Accountant (ACA/ACCA/CIMA).
Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrable knowledge of preparing complex reconciliations. • Experience using IT systems ad packages including Microsoft Outlook, Excel and Word. • Good knowledge of excel (Vlookups, sumif, pivot tables and nested If statements). • An understanding of the fixed asset balance sheet reconciliations of a large organisation.
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Ability to understand the causes of and provide solutions to issues arising in relations to fixed assets. • Accurate and detailed approach to work. • An organised approach, with the ability to carry out several tasks at once and to prioritise effectively. • Ability to work accurately and to tight deadlines. • A problem solving mentality, with experience of resolving issues and implementing solutions to remove the root cause of issue to prevent re-occurrence • Good communication skills, both in orally and in writing. • Willing to challenge and try new ways of thinking or working. • Ability to work alone and be proactive. • A willingness to seek out areas for continuous improvement. • A "can do" attitude. • Ability to take information from a range of sources in order to provide quality analysis. • Ability to communicate effectively with managers and senior managers across the business. • Flexible approach.