Role Profile

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| **Role Title:** | Assistant Financial Accountant |
| **Department:** | Finance |
| **Role Purpose:** | To be a leading member of the team producing service charge statements, liaising with Scheme Managers on any queries.  To assist with the fixed asset processes and deadlines.  To assist the Senior Tax & Asset Accountant with the month end accounting relating to the Group. |
| **Reporting to:** | Senior Tax & Asset Accountant |
| **Responsible for:** | No direct reports |
| **Disclosure level:** | N/A |
| **Role Level:** | Detail the Behaviors & Standards level that this this role sits at: Frontline Worker |

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| **Key Role Responsibilities** | * To produce service charge statements for audit. Liaise with Leaseholder management team to ensure the statements are accurate. Respond to leaseholder and auditor queries in a timely manner * Monitor and maintain the ‘Other Fixed Assets register’ using the Open Accounts module. * Support and perform other fixed asset month end tasks. * Regularly review costs held in assets under construction. * Be able to provide cover for activities of the Assistant Asset Accountant. * Perform monthly balance sheet reconciliations, subsequently minimising and clearing outstanding items in a timely manner. * Assist with the production of annual budgets for depreciation and grant amortization. * Prepare audit schedules relating to fixed assets, and assist the auditors in their enquiries. * Complete Office for National Statistics returns. * Keep up-to date with latest accounting standards & regulatory framework. |

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| **Education, Qualifications and Training** | Part-Qualified Accountant (ACA/ACCA/CIMA) |
| **Knowledge and Experience** | * Knowledge and demonstrable experience of preparing a large volume of service charge statements. * Ability to interact and represent Midland Heart positively to outside agencies including External Auditors. * Ability to set own objectives, work independently and be adaptable. Make recommendations and take responsibility for their decisions. * Ability to be organized and to work to tight deadlines. * Excellent IT skills including Microsoft Outlook, Excel & Word. |
| **Role Specific Skills & Behaviours** | * Ability to work to a high degree of accuracy & to tight deadlines. * Ability to liaise with external and internal customers. * Good analytical skills and ability to formulate solutions to problems. * An organised approach with the ability to carry out several tasks at once and to prioritise effectively. * Good verbal, written and communication skills * Ability to work on own initiative * Willingness to challenge & try new ways of thinking & working and seek out areas for continuous improvement. * A “Can do” attitude. * Flexible approach. |