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.
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| **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.
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