

## Role Profile

<b>Role Title:</b>	Assistant Service Charge Accountant
<b>Department:</b>	Finance
<b>Role Purpose:</b>	<p>In this particular role, you'll support the business through the preparation of service charge statements, maintaining the highest quality of output and analysis, ensuring that emerging issues are identified and addressed.</p> <p>You will ensure that the pillars of the Corporate Plan (Making What Matters Brilliant; People Focused, Investing in Homes, Service First, Growth and Partnerships, Safe and Strong) are considered in all your activity.</p>
<b>Reporting to:</b>	Service Charge Accountant
<b>Responsible for:</b>	No direct reports
<b>Checks:</b>	Standard DBS and Social Media Check
<b>Role Level:</b>	Frontline Worker

<b>Key Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Produce service charge statements in line with their respective year ends.</li> <li>• Liaise with External Auditors on service charge queries.</li> <li>• Ensure that draft service charge statements are reviewed by Scheme Managers.</li> <li>• Work with stakeholders to ensure that deficit positions are rectified and resolved.</li> <li>• Resolve service charge queries from internal and external stakeholders as and when they arise.</li> <li>• Preparation of balance sheet reconciliations to be reviewed by the Service Charge Accountant.</li> <li>• Keep up-to date with latest accounting standards &amp; regulatory framework in relation to service charges.</li> <li>• Communicate emerging issues to management on a timely basis.</li> <li>• Positive approach to disseminating corporate message and policies.</li> </ul>
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<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Experienced Part-Qualified Accountant (AAT).</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience or have understanding of producing Service Charge statements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Desire to Improve systems and processes particularly around service charge statements.</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 Excel.</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 &amp; 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, and try new ways of thinking and 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 positive attitude.</li> <li>• Flexible approach.</li> </ul>