

Job title	<b>Accounting Associate.</b>
Reports to	Accounting Operations – Team Leader
General scope of post	<p>Part of the Accounting Operations team, the jobholder will assist with general accounting activities including supporting the monthly, quarterly, and year-end close processes, posting journals entries, performing balance sheet reconciliations and ad hoc analysis to identify and resolve key issues with significant financial impacts. The position will also entail performing ad hoc projects as required.</p> <p>The jobholder will provide assistance with the preparation and filing of VAT returns to HMRC and various submissions to external bodies including, but not limited to Companies House, the Office for National Statistics and the Valuations Office.</p> <p>The role is integral to our “Finance Shared Services” team within the Trust. This means the jobholder will be working alongside a group of people who are all focused promoting the financial integrity and operational efficiency of the Trust through exceptional accounting, income processing, accounts payable and payroll services.</p>
Key accountabilities	<ul style="list-style-type: none"> <li>• Participates in the monthly close process and other daily activities (e.g. journal entries, accruals process, account reconciliations, and monthly financial reporting) of the Finance department. This includes helping others in the team to ensure that the Trust’s financial/accounting processes are performed in a timely and accurate manner per the close calendar and according to UK GAAP and internal accounting procedures;</li> <li>• Prepares general ledger reconciliations and ensures that reconciling items are assessed for both potential exposure and their underlying root cause, and undertakes corrective actions so as to prevent their reoccurrence;</li> <li>• Supports others in the team in maintaining and developing a robust financial control environment and improving the efficiency of current systems and processes, ensuring compliance with local GAAP, applicable laws and regulations;</li> <li>• Assists in the maintenance of the CODA general ledger system, including maintaining the chart of accounts and related hierarchies, and conducting routine ledger maintenance activities in support of the month and year end close process;</li> <li>• Assists in the preparation of accurate and timely submissions to HMRC for VAT and other taxation returns, including Companies House submissions where appropriate. Produces returns to the Office for National Statistics and the Valuations Office as required;</li> <li>• Provides departmental cover as and when required according to Manager’s instructions;</li> <li>• Assists in maintaining, and archiving accounting data and records in a safe manner to ensure compliance with VAT and data protection regulations;</li> <li>• Assists in providing compliance related reporting on a regular basis and assists internal and year-end external audit deliverables required from the department;</li> <li>• Answers accounting related queries, resolving problems and issues</li> </ul>

## Job Description for Accounting Associate

promptly, delivering excellent customer service standards;

- Assists, in the review and development of accounting processes, procedures and systems;
- Ensures and maintains strict confidentiality over employee data and proprietary Trust information, ensuring full compliance with Data Protection Act provision and internal policies.

Number of direct reports

This position has no direct reports

Financial responsibility

Part of the team responsible for financial governance, ensuring the accuracy and integrity of accounting records recorded in the Trust's financial statements. Refer to current financial metrics document for current year responsibilities.

Knowledge, skills and abilities

Detailed requirements for technical knowledge, skills and abilities for this position are outlined in the person specification. The jobholder will have a track record of proven experience in the above key accountabilities, specifically within a high volume and fast paced environment.

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## Person Specification

ESSENTIAL	DESIRABLE
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Educated to Degree Level;</li> <li>• AAT Level 3 / 4 or part-qualified accountant;</li> <li>• Has shown evidence of own career and professional development.</li> </ul> <p><i>Note: If the individual has a thorough working knowledge of UK GAAP, financial accounting and financial control processes and procedures and is able to prove competence and relevant experience then qualification requirement may be waived.</i></p>	<ul style="list-style-type: none"> <li>• Undergraduate degree in accounting and/or finance.</li> </ul>
<p><u>Knowledge and Experience:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable experience in financial reporting, including the preparation of statutory accounts;</li> <li>• Working knowledge of UK GAAP;</li> <li>• An understanding of the relationship of internal controls and business processes with financial statements and financial statement assertions;</li> <li>• Working knowledge of VAT and its application to charities operating in the care sector;</li> <li>• Excellent systems experience including proficiency in Microsoft Excel (Intermediate level such as pivot tables and v look ups), Word, and PowerPoint. Good working knowledge of general ledger, fixed assets and accounts payable systems;</li> <li>• Demonstrated mathematical and analytical knowledge and the ability to choose the right mathematical methods or formulas to solve a problem.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of charity accounting standards (SORP);</li> <li>• Experience of working in the care or 'not for profit' sector;</li> <li>• Experience of working for a multi-site organisation;</li> <li>• Experience using CODA financials;</li> </ul>

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<p><u>Skills and Abilities:</u></p> <ul style="list-style-type: none"> <li>• Carries out individual responsibilities within a team structure. Shares information and ideas across the team and contributes towards team development and performance to achieve goals;</li> <li>• Demonstrates a strong work ethic, and preserves in order to achieve results and meet deadlines;</li> <li>• Maintains effective performance under pressure but knows when to ask for assistance from appropriate individuals;</li> <li>• Able to communicate information and ideas (written or orally) in a clear, concise manner;</li> <li>• Proactively seeks out opportunities to improve current processes and contributes ideas to continuously improve the quality of service provided by the function;</li> <li>• Conducts self in a professional manner at all times and respects the rights and feelings of others;</li> <li>• Understands the importance of confidentiality, financial controls and related procedures;</li> <li>• Pays care and attention to the quality of work output. Continues to learn and develop the competencies required for current and future roles;</li> <li>• Understands the goals and strategies of the Trust and aligns own work accordingly. Understands how the job responsibilities relate to the larger work of the Trust;</li> <li>• Able to work independently under own direction and initiative in a time sensitive environment;</li> <li>• Ability to prioritise and organise workload, multi-task, adapt quickly to change, and deliver under the pressure of deadlines.</li> </ul>	
<p><u>Ability to meet Job Requirements</u></p> <ul style="list-style-type: none"> <li>• Meets legislative requirements governing the right to work in the UK;</li> <li>• Very fluent in English;</li> <li>• Willing to work overtime as needed to meet requirements;</li> <li>• Willing to attend meetings and training in other Trust locations during office hours;</li> <li>• Occasional overnight stays where required.</li> </ul>	