**Role Profile**

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| **Job title:** Project Accountant P/T [Mon – Thu] |
| **Department:** Finance |
| **Reports to:** Head of Finance |
| **Grade:** 7 |
| **Staff responsibility:** 2 x Finance Officer and 1 x Finance Assistant |

**Organisational Structure**

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| Head of Finance |

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| Project Accountant |

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| 2 x Finance Officer |

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| 1 x Finance Assistant |

**Job Purpose**

Responsible for maintaining financial, accounting and administrative services in order to meet legislative requirements and ensure the proper financial management of the Association.

**Key Accountabilities**

* To undertake the monthly and quarterly forecasting duties including:
  + Liaising with other teams within the business in respect of future spend profiles
* Preparation of the monthly management accounts
* Development of new Service Charge model and processes to allow linkage to budget model
* Development of new financial models to capture and streamline the requirements of the Factoring service and associated income.
* Manage the treasury management function
* To assist in the production of the annual Statutory Accounts
* Lead on the preparation and production of information for Housemark-benchmarking
* Prepare regulatory returns
* Prepare VAT returns
* To manage a small team
* To assist with one-off financial projects
* To carry out any other reasonable tasks as required
* To comply with the Association’s Health & Safety Policy and Procedures
* To carry out the role using the core values of the organisation as a guidance

**Person Specification**

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| **Education** |
| * Part qualified management accountant or related similar level of experience |
| **Skills and Abilities** |
| **Essential**   * Analytical skills to drive business process improvements. * Financial control, management accountant and reporting skills (actual, budget, forecast, planning, variance analysis). * Ability to build relationships across departments and sites, improving communication and understanding. * Experience of using computerised financial accounting systems. * Good working knowledge of Excel.   **Desirable**   * Experience of managing a small team * Ability to set and adopt given targets, monitor own performance against targets and apply continuous improvement practices |
| **Personal Qualities** |
| * Analytical reasoning (is driven to do well, be effective, achieve, succeed and progress quickly through the organisation) * Compliance (adheres to policies and/or procedures, or seeks approval from the appropriate authority before making changes) * Delegating (appropriately designates responsibility and refers problems or activities to others for effective action) * Developing others (develops subordinates' competence by planning effective experiences related to current and future jobs, in the light of individual motivations, interest and current work situation) * Empathy (understands the feelings and attitudes of others and is able to put oneself in others' shoes). * Innovation (is change-oriented and able to generate and/or recognise creative solutions in varying work-related situations). * Integrity (maintains and promotes organisational, social, and ethical standards and values in the conduct of internal as well as external business activities) * Listening (draws out opinions and information from others in face-to-face interaction) * Communication (is proficient in both written and verbal communication) |

**Core Competencies**

* Put our customers first
* Strive for excellence
* Be accountable
* Think and act as ‘one team’
* Demonstrate respect
* Achieve work/life balance