

# Job Description

## Service Charge Accountant

**RESPONSIBLE TO: Financial Reporting Manager**

### **JOB PURPOSE:**

Working as part of the Finance team you will be responsible for the service charges and sinking funds across the organization ensuring compliance with statutory requirements and preparation of budgets and monitoring performance. By designing and developing our systems and processes you will increase recovery of costs and improve the integrity of the service charges and sinking funds. By providing support, insight, analysis and reports to finance and operational colleagues you will drive improvement of service charge and sinking fund management across the business.

### **'WHAT' – you do!**

- Responsible for the calculation of service charge costs and associated income across the business
- Development and maintenance of systems to improve the recovery, management and accuracy of service charges.
- Improvement in service charge cost recovery by review of costs and implementation of recovery as appropriate
- Provide support on projects in the development of service charges and sinking funds to ensure appraisals reflect service charge costs accurately and upon completion of developments the organisation can identify and recover all appropriate costs.
- Preparation of annual service charge statements and liaison with the independent reviewers
- Preparation and production of management accounts relating to service charges and support to operational managers in interpreting the numbers, improving cost control and making sound business decisions based on the results
- Working with the operational teams in the production of service charge budgets and forecasts
- Production of regular reports for internal and external customers and ad hoc analysis to assist management decisions and control
- To always work in a “safe” way ensuring compliance with legislation, regulatory requirements, best practice and continuous improvement.

### **'HOW' – you do it!**

We deliver the above by displaying the following example behaviours:

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we're better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.

- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

***No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.***

# Person Specification

<b>Behaviour – HOW</b>		
Transparent with your teams and peers	E	I/A
Restless in your approach to finding better ways	E	I/A
Upfront and honest	E	I/A
Skilled - continually improving	E	I/A
Together – championing a “one team” ethos	E	I/A
<b>Experience – WHAT</b>		
Recognised Accountancy qualification from CIMA, ACCA or ACA or significant previous experience of working in a similar role/level.	E	I/A/C
Evidence of Continuous Professional Development	E	I/C
Service charge calculation, account production and budgeting experience	E	I/A
Experience of working in a busy finance function	E	I/A
Experience of implementing change to improve systems and processes	E	I/A
Problem solving & making sound decisions whilst using good judgment	E	I/A
Insightful, spotting connections between the people and ideas to create a vision wider than area of responsibility.	E	I/S
<b>Skills/Abilities/Competence – WHAT</b>		
Good Communication skills	E	I
Team Player	E	I
Ability to deal with information confidentially and sensitively	E	I
Problem solving skills.	E	I/S
Ability to work on own initiative.	E	I
Advanced IT Skills	E	I/A

Work Unsupervised	E	I/A
Dynamic "can do" approach	E	I/A