

# Job Description

## Part Qualified

## Accountant

**RESPONSIBLE TO: Senior Accountant**

### **JOB PURPOSE:**

Working as part of a team of Accountants the role covers all aspects of Finance. You will be responsible for the integrity of sections of the accounts, statutory requirements and providing support, insight, analysis, and reports to specific areas of the business with the aim of driving improvement across the business.

### **'WHAT' – you do!**

- Management Accounts – production of monthly management accounts and support to operational managers interpreting the numbers, improving cost control and making sound business decisions based on the results.
- Financial Planning – working with the operational teams in the production of budgets and forecasts.
- Reporting and Analysis – production of regular reports for internal and external customers and ad hoc analysis to assist management decisions and control.
- Financial Accounts – statutory accounts (including audit liaison and year end), balance sheet management and supporting the Treasury function.
- Provide support on projects to deliver continuous improvement in the delivery of financial and management accounting.
- 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>		
Experience of working in a busy finance function	E	I/A
Part-qualified from CIMA, ACCA or ACA or AAT level 4 or significant QBE (Qualified By Experience).	E	I/A/C
Evidence of Continuous Professional Development	E	I/C
Treasury Management	D	I/A
Experience of VAT and tax work	D	I/A
Problem solving & making sound decisions whilst using good judgment	E	I/A
Ability to learn new accounting systems quickly.	E	I/A
Experience in delivering ad-hoc and regular reporting by drawing together data elements from a variety of sources.	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 manage workload using own initiative and prioritise based on competing demands.	E	I
Advanced Excel skills including pivots, charts, model design & advanced functions.	E	I/A
Work Unsupervised	E	I/A
Dynamic "can do" approach	E	I/A