

Financial Accountant

Responsible to:	Deputy Head of Finance
Directorate / Department:	Support Services / Finance
Base Location:	Gilwell Park, London
Salary Band:	G
Line Management Responsibility:	None
Budgetary responsibility:	None
External Contacts:	General suppliers, Customers and members, computerised systems partners and Suppliers
Internal contacts:	Budget holders and Scout Association (inc. subsidiaries) staff at all levels and trustees in particular Finance Committee members

Role Summary and Purpose

Qualified Accountant with two years post qualified experience to be responsible for the recording and reviewing of financial data and produce monthly, quarterly and annual reports including statutory accounts. To assist in the management of the year end process. To assist in producing the VAT and corporate reports. To review balance sheets reconciliations.

Key Tasks

- Develop and produce monthly financial reports
- Assist in the production of the budgeting and forecasting reports for the group
- Manage month end and year end processes including reconciliations (Production of cashflow, balance sheet)
- Ensure all periodic adjustments are evidenced, calculated and authorised
- Manage Audit timetable
- Have responsibility for all capital expenditure including budgets and maintain the fixed asset register
- Ensure compliance with all statutory and other reporting requirements
- Manage VAT with Deputy Head
- Manage Corporation tax with Deputy Head
- Intercompany management and reconciliations
- Admin of Sun systems
- Manage variance analysis and produce excellent written reports

- Adhoc tasks associated with the Finance department
- Work closely with the team to promote efficient system usage and process automation
- Continuous improvement of self and processes and customer service
- Communicate and support the finance department ensuring the inter departmental communication is standard, compliant and consistent prior to sending this outside of Finance
- Ensure confidentiality where necessary

Person Specification

Skills and Abilities

- Ability to work under pressure and meet tight deadlines (E)
- Methodical and systematic approach to work (E)
- Ability to communicate clearly and concisely (E)
- Good attention to detail (E)
- Able to appreciate the need for confidentiality and discretion (E)
- Excellent IT skills particularly MS office excel, focussed on providing clearly written material for distribution to various internal stakeholders (E)

Education and qualifications

- Fully qualified with recognisable CCAB qualification with two years PQE (E)
- Educated to a good standard of literacy and written communication (E)

Knowledge and Understanding

- Excellent technical accounting knowledge (E)
- Familiarity with the use of computerised spreadsheets (E)
- Good understanding of computerised accounts systems (E)
- Higher level Microsoft excel skills (E)

Experience

- Experience of using computerised accounting systems (E)
- Experience of using Sun Accounts System, IPOS and Adaptive planning (D)
- Experience of using Microsoft Office (E)

Personal Qualities

- Commitment to the values of the Scouts
- Commitment to excellent customer service
- Commitment to own development and performance improvement
- Confident and credible to senior stakeholders