

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Financial Accountant
Responsible To:	Assistant Director of Finance
Department:	Finance and Resources
Salary Grade:	Grade F £36,891 - £41,527 per annum

JOB ROLE

To support the senior finance team with financial accounting systems and processes.
To ensure cashflow, loan and bank reconciliations are completed on a regular predetermined basis.
To support in all areas of treasury management.
To ensure full compliance with finance policies, procedures and financial regulations ensuring that all transactions are accurately and efficiently recorded.
To support with month-end, year-end and audit procedures in accordance internal and external regulations and guidance.
To support, train and supervise finance staff as directed by the Assistant Director of Finance.

KEY DUTIES

No	Description of Duties
	Under the direction of the Assistant Director of Finance be responsible for the management of all accounts ledgers and treasury functions.
1	Running month-end, annual and interim accounting processes.
2	Working closely with the external auditors and internal Finance teams, to produce a timetable of activity to ensure the statutory accounts are produced on time, managing compliance with deadlines and coordinating work
3	Working as part of the team to ensure the balance sheet and cash-flow activities are completed and issues are identified and resolved in an efficient manner.
4	Completing monthly and annual reconciliations, processes, responsibilities and documentation, taking action where needed.
5	The production of monthly bank and balance sheet reconciliations to ensure accurate and timely management reporting and assist with treasury management, forecasting and analytical reviews throughout the year.

6	Producing accurate reports for management in a timely manner.
	Ensure tax arrangements and production of returns to the HMRC and Customs and Excise are prepared and submitted timely and accurately.
7	Supporting other finance functions during busy times to ensure all deadlines are met.
8	Any other duties commensurate with the grade, as guided by the Executive Director of Finance and Resources and or Assistant Director of Finance.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Financial Accountant

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	Qualifications		
1.1	AAT or Part qualified ACCA/CiPFA/CIMA	Y	
1.2	Project management qualification		Y
1.3	Microsoft Excel intermediate e.g., European Computer Driving Licence or CLAIT L2	Y	
1.4	Financial Report Writing		Y
2.	Experience		
2.1	Accounting functions and accounts preparation experience including year-end financial statements and external audit	Y	
2.2	Experience of Financial Accounting System(S) – e.g., Unit 4/Business World, Oracle or Agresso would be an advantage.		Y
2.3	Experience of working as part of a finance team.	Y	
2.4	Experience of operational and strategic financial planning including cashflow and treasury management.		Y
2.5	A proven track record of forging effective key working relationships	Y	
2.6	Knowledge of FE funding methodologies		Y
2.7	Experience of dealing with taxation matters including liaison with HMRC	Y	
2.8	Experience of working within Further Education or another public sector organisation.		Y
2.9	Experience of working as part of a finance team.	Y	
2.10	Good working knowledge of EXCEL including pivot tables, formatting and creating complex formulas.	Y	
2.11	At least 2 years' experience in a similar environment.	Y	
2.12	The ability to analyse complex financial data and to communicate the output.		Y
3.	Skills/Abilities		
3.1	AAT or Part qualified ACCA/CiPFA/CIMA	Y	
3.2	Strong analytical skills combined with good attention to detail.	Y	

4. Special Requirements			
4.1	Immediate/early start		Y
Shortlisting Criteria		Essential	Desirable
3.3	Ability to plan, prioritise and work to tight and competing Deadlines and support other team members to do the same	Y	
3.4	Demonstrable problem-solving skills.	Y	
3.5	Proficiency in Microsoft Office, particularly Excel.	Y	
3.6	Strong verbal and written communication skills.	Y	
3.7	High level of personal motivation and initiative.	Y	
3.8	Working knowledge of accounting systems, processes and reconciliations/controls.	Y	