

Senior Financial Accountant

Role Description

About the role

This role offers the successful candidate the chance to gain significant experience and responsibility in the finance department of this £36 million income Group.

Financial stability is a key focus in our 5 point strategic plan and the successful candidate will play a key role in ensuring that the Group achieves outstanding results for students through sound financial strategy and practice.

The Group is looking for a motivated and pro-active individual to be part of a team of staff assisting in the delivery of a full range of finance department activities.

Role Objectives

In the role of Senior Financial Accountant, your main objectives will be:

- To manage the link between Finance, MIS and the Bids & Contracts teams, ensuring accurate reporting, timely payments and receipts of income to the Group
- To ensure that the group complies with VAT and Corporation Tax legislation and that all HMRC returns are completed in a timely fashion
- To provide financial accounting support to the Financial Controller

Main Duties

In order to effectively achieve the major objectives, the main tasks and duties of the successful candidate will include:

- Support/assistance with subcontractor delivery calculations/queries
- Support/assistance to ensure that apprenticeship incentive grants are calculated and paid in line with milestones
- Support/assistance with the employer support fund process
- Supporting Credit Control with the HE/FE loans to ensure funding is recorded correctly within the ProSuite and income drawn down in a timely manner
- Ensuring that the group complies with VAT and Corporation Tax legislation
- Completion of HMRC returns including VAT and Corporation Tax
- Preparation of the Group cash flow and forecast
- Assistance with monthly balance sheet reconciliations/forecast alongside the management accounts team
- Assistance with year end statutory accounts and audit
- Day to day management of the Financial Accountant
- Other ad-hoc tasks as requested by the Financial Controller and Executive Director of Finance

Your key performance objective will be to undertake the above duties in an accurate, timely and self-sufficient manner.

Challenges

- You will be able to cope with demanding customers internally and externally and will be able to use your communication skills to gain agreement and achieve customer satisfaction wherever possible.
- You will work to strict deadlines in line with monthly Finance schedules, and will manage your own workload to ensure you complete all duties accurately and on time.

Your role in the department

- You will report to the Financial Controller, who will give you direction, but you will plan and prioritise your day to day workload.
- You will also work with other members of the finance department to ensure tasks are completed to agreed timescales.

Commitment to Safeguarding and Equality and Diversity

RNN Group places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety and quality assurance.

Terms and Conditions – Support Staff

The terms and conditions for the role are as follows:

Salary: Spine Point 33, currently £33,019 per annum

Pension: Automatic enrolment to the South Yorkshire Pension Scheme.

Holidays: 22-26 days plus bank holidays.

Senior Financial Accountant Role Specification

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Previous experience in a similar role and/or environment	✓		AF,I,R	✓
• Experience of using financial accounting packages, spreadsheets, word processing and email packages	✓		AF,I,R	✓
• Experience of dealing with non-finance staff at all levels	✓			
2. Qualifications				
• English and Maths GCSE grades A-C (or equivalent) or higher	✓		AF,I,R	✓
• Finance Qualification CIMA/ACCA/ACA (or working towards)	✓		AF,I,R	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Evidence of a track record in delivering similar objectives	✓		I,R	
• Evidence of well-developed IT skills	✓		AF,I,R	✓
• Able to work under pressure and deliver to agreed deadlines	✓		AF,I,R	✓
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	✓
• Work effectively as a member of a team.	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	✓
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		AF,I,R	
• Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		AF,I,R	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		AF,I	
5. Training				
• Willing to undertake any training connected with the post	✓		AR, I	
6. Physical Make-up				
• No disability which is likely to impact upon the job performance; (that is, any that cannot be accommodated by reasonable adjustments)	✓		I,R	
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		AF,I,R	