

**Job Description**

**Job Title:** Accountant

**Salary Grade:** Grade 8

**SCP:** 37 - 41

**Job Family:** Organisational Support

**Job Profile:** OS 4

**Directorate:** Together for Children

**Job Ref No:**

**Work Environment:** Office Based

**Reports to:** Finance Manager

**Number of Reports:** None

**Purpose:**

To assist the Finance Manager and Senior Accountant in managing a small Finance team to provide a range of financial services, advice and guidance to Together for Children Sunderland Limited (the Company).

**Key Responsibilities:**

1. Budget preparation, including Medium Term Financial Planning, regular monitoring and control of budget and balance sheet.
2. Provision of financial advice and management information to support the financial management of the Company.
3. Final accounts preparation and support in the production of statutory accounts, including adherence to accounting standards.
4. Maintenance and development of financial systems, processes and procedures.
5. Preparation of grant claims, government financial and statistical returns, supported by high quality working papers for audit purposes.
6. Support in undertaking Service Reviews and the Efficiency agenda, including undertaking financial analysis as directed to demonstrate service impact.
7. Providing performance monitoring information for the Company, monitoring against agreed plans and targets.
8. Remain up to date and report, where necessary, on financial legislation and circulars related to the service area in order to assist the Finance Manager to report to Director of Finance and Senior Management Team on the financial implications of service developments.
9. Any other duties as required by the Finance Manager / Senior Accountant or Senior Management Team of the Company.

**Planning / Work Organisation**

To ensure financial information is directed at the correct level in terms of day to day operational performance, including:

* Effective communication with service managers, senior officers and colleagues in the finance team.
* Organising, coordinating and, on occasion, chairing meetings.
* Sharing data collected in an appropriate format to inform budget management, identifying efficiencies and maximising of income opportunities.
* Communicating effectively to relevant stakeholders.
* Submission of time-critical responses to requests from Senior Officers.

**Analysis**

* Collation, data collection and analysis of performance information and financial legislation to ensure compliance.
* Monitor and review internal systems to ensure they are compliant with legislation and regulations currently in force and fit for purpose that will allow for regular collation and analysis of financial data.

**Advice and Guidance / People Management**

* To all colleagues and service users regarding budget monitoring and control.
* In respect of the efficiency agenda and income maximisation.
* Financial year end procedures and any relevant accruals requirements, stock taking scenarios and the provision of documentation required by internal and / or external auditors.
* Ensure correct accounting procedures that adhere to regulations currently in force and any agreements, memoranda of understanding and service level agreements that are in place.
* Payment controls, including the differing types of payment and their uses, benefits and limitations.
* Supporting training opportunities and processes and the personal development of colleagues

**Investigation / Research**

* Communicating with, engaging, consulting and involving key partners where budget monitoring provides for a differentiation between budget and Income/Expenditure.
* Understanding the unique provisions in each service area to be able to provide mitigating actions to any budget anomalies.
* Supporting officers with research to be able to respond to FOI (Freedom of Information) requests.
* Research fundraising opportunities.
* Compare performance with other similar organisations in relation to performance indicators and benchmarking data.
* Use financial design experiences to innovate and offer original solutions to any issues or concerns and to support the efficiency agenda.

**Customer Service**

* Establish excellent relationships with senior officers and key stakeholders, ensuring positive relationships with external organisations such as schools, other educational establishments and service providers.
* To be pro-active in advising schools, partners and service providers of any developments that may affect their performance or budgetary controls.
* Work to resolve any issues in advance of time-critical requirements.

**Reports and Records**

* Completion of any reports / statistical or financial returns relating to grants that are received by the Company.
* Monitoring of all grant and external income to support the Company’s budget expectations and cash-flow.
* Provide information in the form of reports to the Director of Finance on a regular basis.

**Skills required**

* Knowledge of public sector practices in relation to financial management, budgetary controls and month / year-end procedures.
* Understanding the Financial Cycle.
* Keeping up-to-date with new legislation and best practice.
* SAP systems access, reporting functionality and, understanding the data format.
* Attention to detail in the provision of financial data either in reports, or other formats, with colleagues and other partners.
* Customer focussed skills; attention to detail, time management, strong IT skills and evidence of problem solving.
* Negotiation skills to balance conflicting and competing demands on financial management.
* Creative and interpersonal skills.
* Monitoring and evaluation skills.
* Analytical and data management skills.
* Ability to achieve results when working solely on their own or within a team.
* Manage own workload, including reprioritising tasks when required, to meet challenging and sometimes conflicting demands.
* Understand personal training needs and development opportunities.
* Use appropriate methodologies to keep abreast of new developments and technologies to ensure the service continually improves and meets the demands required.

**Additional requirements**

The post is for 37hours per week, Monday to Friday. Flexible working hours are in operation. Additional, time-critical pressures will be placed upon the service at certain times of the year (i.e. the end and beginning of the financial year) that will require the post-holder to work flexibly to meet the demands of the service.

Willingness to work outside the normal job location, in other locations in and around the City.