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| Nexus Logo | **NEXUS : Job Description** | Version: Date:  Page | 1.0  05-Feb-20  1 of 4 |

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| **Job Title** | **Assistant Accountant** |
| **Job Evaluation Date** |  |

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| **Validation & Authorisation** | | |
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| **Job Title: Assistant Accountant**  **Purpose:** **To provide and support proper and effective systems of accounting and control for Nexus activities** | Nexus Logo |

**Remuneration:** Salary Band

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| **1.** | **Principle areas of responsibility** | |
|  | 1.1 | Assist in the production of the draft statutory accounts for Nexus and any subsidiary companies for consideration by the Head of Finance. |
|  | 1.2 | Play a key role in the periodic reporting for all income and expenditure, ensuring that information produced is robust, accurate and owned by appropriate individuals. |
|  | 1.3 | Revenue budget planning, monitoring the revenue budget, assist the compilation of the periodic financial reports to SLT and the JTC. |
|  | 1.4 | Support the continuous review of the Nexus balance sheet to improve Nexus’ overall financial standing and health. |
|  | 1.5 | Support the supervision of accounts payable and receivable, accounting for the full range of transactions associated with smart ticketing as well as acting in the client role for a range of important external accounts e.g. treasury management, loans and investments, banking and insurances. |
|  | 1.6 | Capital budget planning, financial monitoring of the capital programme, assist the compilation of the periodic financial reports to SLT and the JTC, accounting for fixed assets and depreciation, maintaining the grant register and all year end accounting processes as they relate to capital expenditure. |
|  | 1.7 | Manage Concessionary Travel including negotiation of finances, reporting, payments and reconciliations. |
|  | 1.8 | Provide assistance to project accounting work including financial modelling. |
|  | 1.9 | Maintain and work within robust forecasting systems and models, ensuring these are monitored for accuracy and assumptions are challenged with appropriate individuals to ensure that information presented is robust and accurate and owned by those individuals. |
|  | 1.10 | Identify opportunities for information or quality improvements within the wider Finance team, supporting the Head of Finance to ensure every opportunity is taken to develop and enhance the provision of an expert service to the organisation |
|  | 1.11 | Implement corporate governance procedures, risk management and internal controls, ensuring that Standing Orders, financial policies and procedures are adhered to. |
|  | 1.12 | To contribute to specific corporate finance projects as requested by the Head of Finance. |
|  | 1.13 | Any other duties appropriate to the grade, as required by the Head of Finance |

**2. Dimensions**

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| **2.1** | **Communications** | |
|  | 2.1.1 | To liaise with the relevant internal departments and external stakeholders as necessary when considering the full remit of the role |
|  | 2.1.2 | To be responsible for providing timely advice and analysis to the Executive Team and other colleagues on financial issues, in a way that non specialists can readily understand |
| **2.2** | **Decision Making & Problem Solving** | | |
|  | 2.2.1 | Medium level decision making that could impact the service to customers | |
|  | 2.2.2 | Short, medium and long term planning to ensure business continuity and future targets are achieved | |

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| **2.3** | **Initiative & Independence** | |
|  | 2.3.1 | Will be required to show the highest levels of initiative and will support items or projects with reference to line management |

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| **2.4** | **Resources** | |
|  | 2.4.1 | Preparing and managing budgets in excess of £200m |
|  | 2.4.2 | To use fiscal prudence to achieve agreed budget targets including efficiency savings. |
|  | 2.4.3 | Responsible for the management, processing and storage of confidential or commercially sensitive information. |

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| **2.5** | **People** | |
|  | 2.5.1 | Supervisory responsibility for Senior Finance Assistant and Finance Assistants. |

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| **2.6** | **Health & Safety** | |
|  | 2.6.1 | Responsible for the Health & Safety of all safety critical, safety related or no safety rating posts that the post holder is directly and indirectly responsible for. To act as an exemplar of good safety at all times. |

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| **3.** | **Statutory Duties** | |
|  | 3.1 | Comply with all relevant accounting codes of practice. |
|  | 3.2 | Ensure that all statutory governmental returns are filed accurately and within deadlines. |

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|  | **Name** | **Signed** | **Date** |
| **Line Manager** |  |  |  |
| **Job Holder** |  |  |  |