|  |  |  |  |
| --- | --- | --- | --- |
| Nexus Logo | **NEXUS : Job Description** | Version: Date:  Page | 1.0  21-Dec-20  1 of 3 |

|  |  |
| --- | --- |
| **Job Title** | **Accountant** |
| **Job Evaluation Date** |  |

|  |  |  |
| --- | --- | --- |
| **Validation & Authorisation** | | |
|  |  |  |
| Compiled by: |  |  |
| Validated by: |  |  |
| Authorised By: |  |  |
| Grading Completed: |  |  |
|  |  |  |
| Review date: |  |  |
| Retention Period: | N/A |  |
| Archive date: | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Document Change Log: Summary of document changes | | | |
| Date | Version | By | Summary of Changes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Distribution: This document has been distributed to:- | | | | |
| Signed approval forms are filed in the project files | | | | |
| Name | Signature | Title | Date | Version |
|  |  |  |  |  |
|  |  |  |  |  |

**Warning:**

Printed copies of this document are uncontrolled

|  |  |
| --- | --- |
| **Job Title: Accountant**  **Purpose:** **To provide and manage proper and effective systems of accounting and control for Nexus activities** | Nexus Logo |

**Remuneration:** Salary Band 5

|  |  |  |
| --- | --- | --- |
| **1.** | **Principle areas of responsibility** | |
|  | 1.1 | Production of the draft statutory accounts for Nexus and any subsidiary companies for consideration by the Head of Finance. |
|  | 1.2 | Lead and be responsible for the monthly 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, compilation of the periodic financial reports to SLT and the NECA and production of all external returns e.g. Whole of Government Accounts, RO and RA forms and any taxation matters. |
|  | 1.4 | Continuous review of the Nexus balance sheet, recommending strategies and actions to the Group Head of Finance to improve Nexus’ overall financial standing and health. |
|  | 1.5 | Management 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, insurances and the contracts associated with Metro Futures. |
|  | 1.6 | Capital budget planning, financial monitoring of the capital programme, compilation of the periodic financial reports to SLT and the NECA, accounting for fixed assets and depreciation, maintaining the grant register and all year end accounting processes as they relate to capital expenditure. |
|  | 1.7 | To maintain technical proficiency by reviewing changes to relevant accounting standards, exposure drafts and other reporting requirements, identifying the potential impacts to the Group and working with finance or other stakeholders to adopt required changes. |
|  | 1.8 | Project accounting work including financial modelling. |
|  | 1.9 | Develop 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 | Manage an effective relationship with external financial bodies e.g. auditors, banking providers and third party contractors. |
|  | 1.13 | Any other duties appropriate to the grade, as required by the Head of Finance |

**2. Dimensions**

|  |  |  |
| --- | --- | --- |
| **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 SLT and other colleagues on financial issues, in a way that non specialists can readily understand |
| **2.2** | **Decision Making & Problem Solving** | | |
|  | 2.2.1 | High 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 | |

|  |  |  |
| --- | --- | --- |
| **2.3** | **Initiative & Independence** | |
|  | 2.3.1 | Will be required to show the highest levels of initiative and will lead items or projects without reference to line management |

|  |  |  |
| --- | --- | --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **2.5** | **People** | |
|  | 2.5.1 | Direct managerial responsibility for accounting support staff. Proactively manage direct reports in line with Nexus Policies & Procedures. |

|  |  |  |
| --- | --- | --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **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. |

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