

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Assistant Accountant	Post No:	Hoople Band: C
Service: Finance	Section: Management Accounts	Location: Auxilium House

Organisational information:

Responsible to: Hoople Management Accounts Manager

Dimensions:

Key relationships/Functional links with:

Internal: Other Hoople staff

External: Hoople Heads of Service and budget holders

Main Purpose of Job:

- To provide a full accountancy service to allocated areas including budget monitoring, forecasting, final accounts and general financial support.
- To meet regularly with budget managers, maintaining good working relationships and ensuring sign-off for budget forecasts.
- To provide robust evidence and analysis (including narrative and graphs) of income, expenditure and forecast variances to budget.
- To support the customer in producing monthly reports for management meetings, providing value-added management information.
- To carry out reconciliations as required.
- To provide support, advice and guidance to customers on financial administration and accounting matters.
- To adopt a flexible approach in order to undertake a range of financial and accounting tasks across financial services that meet the demands of customers

Main Responsibilities / Accountabilities:

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

- Provide an efficient and effective accountancy service for delegated areas of work. This will entail producing timely and accurate reports, identifying any areas of concern, analysing information to provide costings for commitments and forecasting.

- To schedule and lead regular budget meetings to present financial reports, to consider and challenge customers projected forecasts.
- To produce comprehensive narrative reports and accurate forecasts, for the appropriate customer to accept and sign-off, to incorporate into reports as appropriate.
- To ensure all forecast variances are backed up by a robust evidence base and audit trail.
- Monitor payment arrangements relating to strategic partners / providers.
- To undertake budget monitoring, establishment monitoring & costing, completion of grant claims, statistics and final accounts closure that meets the relevant deadlines, schedules, KPI's and quality standards.
- To support the annual budget process including meeting with the customer to assist in the preparation and setting and rationale for budgets.
- When necessary work with customers on projects and other ad hoc work where financial expertise is required.
- Completion of financial returns such as required accurately and within deadlines.
- To utilise the available systems and reporting functionality to deliver an efficient and improving financial service.
- Training customers on systems, year-end procedures and general financial matters.
- To work in line with Hoople's vision and values at all times.

Job Activities:	Frequency
<ul style="list-style-type: none"> • To ensure that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. 	Daily
<ul style="list-style-type: none"> • To ensure that budgets are correctly allocated on the ledger with appropriate profiling and back-up data for establishment budgets. To process budget virements promptly as required. 	Annually and on-going
<ul style="list-style-type: none"> • Analyse financial transactions and liaise with the Exchequer Section to ensure that items are being coded correctly. 	Daily
<ul style="list-style-type: none"> • Investigate accounts where variances to budget has been identified and produce reports for the appropriate budget holder setting out clear evidence and analysis of the variances. 	Monthly
<ul style="list-style-type: none"> • Meet on a regular basis with customers to present information relevant to projected year-end position, gain their agreement and sign-off, and participate in management discussion. 	Monthly
<ul style="list-style-type: none"> • Provide budget and financial advice on different scenarios to managers in relation to planned service changes and developments. 	As required

<ul style="list-style-type: none"> • To integrate non-financial data and to develop unit costing and benchmarking work to enhance the management information included in monthly reports as required. 	Monthly
<ul style="list-style-type: none"> • To monitor grant-funded expenditure and ensure that grant claims are completed within agreed timescales and grant funding is correctly drawn down and allocated. 	Grant deadlines
<ul style="list-style-type: none"> • Ensure accurate profiled budgets are held on the ledger within agreed timescales. 	Annually
<ul style="list-style-type: none"> • Arrange virements and journals to budgets as necessary following discussions with budget holders. 	As required
<ul style="list-style-type: none"> • Undertake end of year closedown procedures. 	Annually
<ul style="list-style-type: none"> • Produce working papers for Audit purposes to include all details supporting spend, income, journals and other financial transactions in respect of the relevant area being supported. 	Agreed accountancy deadlines
<ul style="list-style-type: none"> • To complete statistical financial returns as appropriate. 	Return deadlines
<ul style="list-style-type: none"> • To comply with the Hoople's various policies and procedures such as Health and Safety, Race Relations, Sex Discrimination, Disability Discrimination, Equal Opportunities and the Code of Conduct. 	On-going
<ul style="list-style-type: none"> • Undertake such other duties as may be assigned which are consistent with the nature of the job and its level of responsibility 	As required
Other information:	

Manager Signature:		Date:	
Manager Name:		Job title:	

Date Job Description last reviewed: July 2018