

JOB DESCRIPTION

Job Title	Financial and Management Accountant	Team	Finance
Job Band	4	Reporting to	Senior Financial Accountant
Hours	35 Hours 9:00-5:00 Monday - Friday	Line Manages	N/A

Role Purpose:

This is a critical hybrid role within our Finance Team that will support both the Financial Accounting and Business Partnering functions, to ensure the integrity of the financial data whilst supporting Business Partners in maintaining high levels of financial management.

Key Accountabilities:

- Assisting the Senior Financial Accountant to deliver the statutory accounts.
- Applying the organisation's finance policies to ensure that a robust control environment is maintained.
- Monthly balance sheet reconciliations to ensure that the ledgers are clean.
- Processing of payroll and pension journals.
- Ownership of the fixed asset register and the monthly depreciation journal.
- Cash processing and allocation.
- General journal processing ensuring that correct treatment has been applied.
- Process BACs payment and staff expenses.
- Ongoing maintenance and training of the finance system.
- Support the finance officer with debt collection to ensure a healthy cash flow position.
- Supporting the Finance Business Partners in developing the annual budget and termly re-forecasts.
- Supporting the monthly management accounts process.
- Responding to Finance queries.
- This job description is not an exhaustive list. The post holder may be required to undertake other duties as directed by their Manager.

PERSON SPECIFICATION

Role and Band Competencies	Essential
Education Levels & Qualifications	
1. Educated to degree level or equivalent experience	X
2. Part - qualified Accountant	X
Specific Knowledge, Experience & Technical Skills	
3. Proven experience of assisting the production of statutory accounts	X
4. Proven experience of complex account reconciliations	X
5. Proven financial accounting experience	X
6. Previous experience in maintaining Finance Systems	X
Personal Attributes	
7. Numerate and financially literate	X
8. Ability to plan, manage and deliver work to agreed deadlines	X
9. Excellent communication and presentation skills	X
10. Interpersonal skills and the ability to build effective partnerships with individuals and organisations	X
11. Resilient and able to work on own initiative and as part of a team	X
12. Competent in using Word and Excel	X
13. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X
14. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X