

ROLE PROFILE

Group Financial Accountant

Grade

E

Contract Type

Home Worker 1

Finance Director



Business Finance Manager



Group Financial Accountant



Direct Reports: Accounts Payable Manager

Department

Finance



Financial Reporting

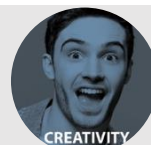
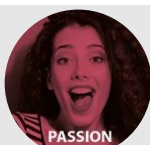
Role Overview

Ensure all Group Accounting and Financial Reporting is completed on time and in line with relevant accounting standards and Your Housing Group policy; consolidation of Group Accounts for management reporting, calculation of regulatory KPI's and the preparation of Statutory Accounts for all Group entities

RESPONSIBILITIES

- Consolidation of monthly Group accounts, budgets and forecasts, in line with agreed timetable and service level.
- Preparation of finance Board reports, including qualitative and quantitative analysis on variances where appropriate. The analysis should include segmental reporting to ensure that issues and risks are properly and promptly brought to the attention of senior stakeholders.
- Lead on the preparation of the annual audited financial statements, and supporting working papers, while maintaining good and open relationships with external auditors, ensuring no material issues arise within the external audit.
- Preparation of the external financial reporting resulting from current and future funding arrangements; assisting in the provision of information relative to any future funding exercises.
- Support the Head of Financial Reporting in the provision of technical guidance to all internal stakeholders and contribute to the Group's accounting policies, ensuring compliance with the Housing SORP (Statement of Recommended Practice) and relevant accounting standards.
- Support in establishing a control-based environment which is based upon best practice, whilst participating in other financial reporting projects.
- Ensure processes and procedures are both established and adhered to for accurate intercompany accounting.

Our values



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- Oversee the preparation and posting of required group journals to ensure accurate cost allocation to all areas of YHG.
- Preparation, and where appropriate review and approval, of balance sheet reconciliations in line with Group policy.
- Responsible for the accurate and timely filing of all Tax returns including, but not limited to, VAT and Corporation Tax.
- Effective line management, coaching, development and performance management of direct report(s), in line with YHG policy, (including one to ones and performance reviews).
- Undertake additional duties appropriate to the role and/or grade.

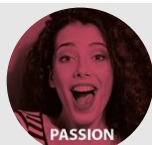
STRENGTHS

- ✓ Highly developed verbal and written communication skills
- ✓ Deadline orientated and an ability to adhere to time constraints
- ✓ Excellent time management skills, with the ability to multi-task and prioritise
- ✓ Excellent attention to detail with strong analytical and logical approach when reviewing data
- ✓ Advanced excel skills, with strong reporting skills and the ability to manipulate large data sets

ESSENTIAL REQUIREMENTS

- ✓ Knowledge of best practice financial controls
- ✓ Knowledge of latest Accounting Standards
- ✓ Experience consolidating Group accounts within excel
- ✓ Experience Reconciliation of key control accounts
- ✓ Fully qualified member of a recognised accounting body (i.e. ACA (Association of Chartered Accountants), ACCA (Association of Chartered Certified Accountants), CIMA (Chartered Institute of Management Accountants), CIPFA (Chartered Institute of Public Finance and Accountancy)
- ✓ Knowledge of Statutory and Regulatory Reporting requirements
- ✓ Experience preparing statutory accounts in an organisation with unintegrated systems and manual intervention is required
- ✓ Experience preparing audit working papers on technical matters, solely dealt with by a Group Accounting function
- ✓ Experience maintain a Group balance sheet and cashflow statement

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BENEFICIAL TO THE ROLE

- ✓ Degree level qualification
- ✓ Negotiation skills and the ability to develop strong working relationships
- ✓ Experience developing junior colleagues
- ✓ Knowledge of latest Accounting Standard's application to the social housing sector
- ✓ Financial accounting experience within a not for profit organisation
- ✓ Big 4' (Deloitte, Ernst & Young, KPMG and PricewaterhouseCoopers) trained

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