

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Group Financial Accountant	Head of Financial Reporting	Finance	Finance	E

<p><b>Job Purpose:</b></p> <p>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.</p>	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul> <p><b>Leadership Pillars:</b></p> <ul style="list-style-type: none"> <li>• Authenticity</li> <li>• Strategic Thinking</li> <li>• Innovation</li> <li>• Resilience</li> <li>• Inspirational Leadership</li> </ul>
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### **Key Responsibilities:**

- 1.** Consolidation of monthly Group accounts, budgets and forecasts, in line with agreed timetable and service level.
- 2.** 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.
- 3.** 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.
- 4.** 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.
- 5.** 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.
- 6.** Support the Head of Financial Reporting in establishing a control-based environment which is based upon best practice, whilst participating in other financial reporting projects.
- 7.** Ensure processes and procedures are both established and adhered to for accurate intercompany accounting.
- 8.** Oversee the preparation and posting of required group journals to ensure accurate cost allocation to all areas of YHG.
- 9.** Preparation, and where appropriate review and approval, of balance sheet reconciliations in line with Group policy.
- 10.** Responsible for the accurate and timely filing of all Tax returns including, but not limited to, VAT and Corporation Tax.
- 11.** Effective line management, coaching, development and performance management of the Assistant Group Accountant, in line with YHG policy, (including one to ones and performance reviews).
- 12.** Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Best practice financial controls</li> <li>• Knowledge of latest Accounting Standards</li> <li>• Knowledge of Statutory and Regulatory Reporting requirements</li> <li>• Personal case studies which demonstrate direct involvement with financial management, business measurement and continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of latest Accounting Standard's application to the social housing sector</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Highly developed verbal and written communication skills.</li> <li>• Excellent attention to detail with strong analytical and logical approach when reviewing data.</li> <li>• Deadline orientated and an ability to adhere to time constraints</li> <li>• Excellent time management skills, with the ability to multi-task and prioritise</li> <li>• Advanced excel skills, with strong reporting skills and the ability to manipulate large data sets</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiation skills and the ability to develop strong working relationships</li> </ul>

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Consolidation of Group accounts within excel.</li> <li>• Preparation of statutory accounts in an organisation with unintegrated systems and manual intervention is required.</li> <li>• Preparation of audit working papers on technical matters, solely dealt with by a Group Accounting function.</li> <li>• Reconciliation of key control accounts</li> <li>• Maintenance of a Group balance sheet and cashflow statement</li> </ul>	<ul style="list-style-type: none"> <li>• Financial accounting experience within a not for profit organisation</li> <li>• Experience developing junior colleagues</li> <li>• 'Big 4' (Deloitte, Ernst &amp; Young, KPMG and PricewaterhouseCoopers) trained</li> </ul>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level qualification</li> </ul>
<b>People Management Responsibility?</b>	Line management responsibility, including coaching, development and performance management	
<b>Budgetary Responsibility?</b>	No budgetary responsibility	
<b>Key Relationships (internal/external)</b>	Management and Asset Accounting colleagues, Commercial Finance Managers, Transactional Teams and external Advisors	

**Safeguarding of Children Young people and Vulnerable Adults**

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

**Key Role Performance Indicators**

1. Financial Statements for the Group and subsidiary entities presented for signing to the Audit Risk and Committee in line with the pre-agreed timetable.
2. Consolidated Group accounts, forecast and budget, including required commentary, delivered in line with the agreed timetable.
3. Clean External and Internal Audit Management Letters / outcomes with little or no reconciling items for the externally audited accounts versus Period 12 Management Accounts.
4. Monthly calculation and reporting of financial KPIs for the balance scorecard in line with Group deadlines.
5. Working with the FP&A Analyst to ensure accurate consolidation of Group budget and quarterly forecasts.
6. Effective management of the Balance Sheet reconciliation process, ensuring the accuracy, integrity, consistency & quality of the Your Housing Group General Ledger.
7. An effective and efficient intercompany process agreed and adhered to by all, with full intercompany reconciliation each month, in line with agreed timetables.
8. Completion of one to ones for all direct reports, including mid-year and end of year reviews in line with Group requirements.

**Date Role Profile Created/Updated:**

**December 2020**