



ROLE PROFILE

Job Title: Assistant Group Accountant	Role Reports to: Group Accountant	Business Function: Finance	Grade: F
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Job Purpose: Assist with the consolidation of accounts, preparation of statutory financial accounts, and undertake all management accounting for the corporate cost centres, including balance sheet reconciliations where appropriate.	Key Competencies: <ul style="list-style-type: none">• Meeting Customer Needs• Flexibility and Resilience• Interpersonal Understanding• Results focus• Impact and Influence• Personal Learning & Growth• Building Relationships• Gathering / Seeking Information• Problem Solving & Decision making
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Key Responsibilities:

1. Assist in the consolidation of monthly group accounts, budget and forecast as required by the Group Accountant.
2. Monthly reconciliation of all intercompany balances, ensuring any issues are fully resolved prior to the monthly ledger close.
3. Review and improve accuracy of source transactions to ensure the integrity of the group accounts.
4. Accurate and timely accounting for all corporate cost centres, including the preparation of variance commentary where appropriate.
5. Complete a monthly salary analysis for all corporate cost centres.
6. Budget and forecast establishment for all corporate cost centres.
7. Prepare and post required group journals to ensure accurate allocations to all areas of the business. This includes but is not limited to allocations of interest, payroll, dowry's, insurance and phone charges.
8. Preparation of key balance sheet reconciliations in line with Group policy.
9. Assist in the preparation of accurate and timely information to support all required reporting, including management information, external and internal audit, lenders and regulatory returns.
10. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of computerised ledgers • Accounting techniques • Statutory and Regulatory Reporting requirements • Understanding the importance and content of balance sheet reconciliation 	<ul style="list-style-type: none"> • Knowledge of latest Accounting Standard's application to the social housing sector • Best practice of financial controls • Knowledge of Statutory and Regulatory Reporting requirements
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent attention to detail with strong analytical and logical approach when reviewing data. • Ability to work accurately when under pressure • Excellent excel skills 	
Experience	<ul style="list-style-type: none"> • Prior exposure to a group accounting function, with a good understanding of the key responsibilities which sit within such a team • Double entry book keeping 	<ul style="list-style-type: none"> • Preparation of statutory financial accounts and taking these accounts through an external audit process • Experience in providing commentary on variances suitable for director review.

	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> Part 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) Part Qualified by experience / desire to undertake qualification will be considered. 	
People Management Responsibility?	No line management responsibility	
Budgetary Responsibility?	No budgetary responsibility	
Key Relationships (internal/external)	Financial Control Team colleagues, Business Finance Manager, 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	
<ol style="list-style-type: none">1. Journal posting in line with agreed timetable that does not require any corrections.2. Thorough review and analysis of variances within the corporate cost centre accounts, providing accurate and sufficiently detailed explanations to produce informative reports.3. Production of budget and forecast establishment in line with group timetable for corporate cost centres4. A monthly intercompany matrix fully reconciled with no outstanding issues5. Timely completion of balance sheet reconciliations according to the group timetable, ensuring meaningful supporting documentation for all reconciling items is maintained.	

Date Role Profile Created/Updated:	August 2019
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