



Job Description

Post:	Financial Accountant
Directorate:	Finance
Grade:	PO5
Responsible to:	Assistant Director – Accounting & Controls
Responsible for:	Finance Officer (Account Receivable) & Finance Officer (Cash book)

Purpose of Job

The Financial Accountant will ensure the delivery of an efficient and effective finance service to the Poplar HARCA business, its suppliers, and customers, by assisting the statutory accounting activities and ensuring that the content, accuracy and timeliness of the financial accounts.

The post holder has specific responsibility for ensuring the efficiency and continuous improvement of the Account receivable and cash book.

Main Duties and Responsibilities

- Responsibility for the timely completion of the statutory accounts of all the subsidiaries within Poplar HARCA, ensuring that the quality of preparations minimises the process, and that the Audit & Risk Committee are involved as appropriate.
- Assist Assistant Director-Accounting and Controls for the preparation of Group Financial statement.
- Prepare monthly balance sheets for all the entities within the Poplar HARCA Group.
- Review monthly balance sheets reconciliations and make sure they are completed accurately and timely manner.
- Ensure that accounting practice and record-keeping evolves as necessary to comply with the prevailing reporting standards; guide the team in these matters, providing training as necessary, to ensure good accounting practice throughout the finance team.
- Identifying development needs of direct reports to create career development and succession planning.
- Responsible for the accurate completion of the Group's and individual company VAT return/s in compliance with the statutory deadlines and to maximise VAT recovery within the legislative framework.
- Contribute to internal and external audit activities ensuring that any associated recommendations influence practice and are implemented as appropriate.

Team Working

- As a member of the finance team, ensure the effective and efficient resourcing, workflow management, and performance management of the finance function.

- Assist the Assistant Director – Accounting & Controls and for the Group Financial Controller as necessary to ensure continuation of services to customers.
- Set the quality standards and performance targets for the Account receivable and cash book officer and ensure that the team performs well and thereby contributes effectively to the wider finance team goals.
- Perform other duties as may be reasonably required by your line manager.

Specific Corporate Policy Responsibility (Review & Compliance):

- Monthly VAT returns
- Balance sheet reconciliations
- Journals, Reconciliations & Suspense Account Controls

Specific Finance IT System Responsibility

- Open Accounts

General

- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.

Person Specification

Post: Financial Accountant

Grade: PO5

Directorate: Finance – Accounting & Controls

Directorate: Finance

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	a. Qualified Or Part qualified of ACA/FCA, ACCA/FCCA, CIMA or CIPFA.
2. Skills	<ul style="list-style-type: none"> a. A methodical and accurate approach to work b. Able to prioritise the use of resources effectively to ensure that the optimum outcomes are obtained within deadlines. c. Able to analyse financial information, making informed financial judgements and appraise and manage risk. d. Able to write clear, concise and persuasive reports and letters. e. Able to construct and maintain spreadsheets using advanced functions and ability to use sophisticated tools including data handling tools, V lookup, pivot tables, interfaces, etc. f. Able to provide leadership and training in relation to accounting concepts and technical knowledge
3. Experience	<ul style="list-style-type: none"> a. Demonstrable experience working as a Manager. b. Experience in commercial property accounting. c. Significant experience of completing statutory accounts d. Experience of working effectively and delivering to tight deadlines e. Experience of a range of bookkeeping functions including thorough knowledge of double entry, reconciliations and maintaining ledgers f. Experience of using computer spreadsheets, accounting packages, word processing and financial IT systems g. Experience of managing and developing staff h. IFRS experience
4. Knowledge	<ul style="list-style-type: none"> a. Comprehensive knowledge of accounting concepts and their application within a finance function b. Knowledge of VAT including partial exemption rules and capital goods schemes and concessions available to charities c. Comprehensive knowledge of Orchard and Open Accounts (desirable)
5. Key Competencies	<ul style="list-style-type: none"> a. Putting others first b. Achieving Results

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| | <ul style="list-style-type: none">c. Open to changed. Informed and informinge. Personal Progressf. Partnership Workingg. Problem Solving |
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