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| **THCH%20Logo1** |  **Role Profile****Assistant Management Accountant** |

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| **Scale:** | c£36,000 per annum |
| **Reporting To:** | Management Accountant |
| **Responsible For:** | N/A  |
| **Role Purpose:** | Assist in the production of accurate and timely THCH management accounts and annual operational budgets, and in the maintenance of the nominal ledger.Lead in the production of THCH New Homes Limited (New Homes) monthly management accounts.Lead in the provision of accounting services for Norton Folgate Almshouse (managed company) including the preparation of budgets, management and statutory accounts. |

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| ***Key Accountabilities*** | ***Key*** ***Deliverables*** |
| **Management Accounting** | * Assist in the preparation of THCH monthly Management Accounts.
* Produce Management Accounts for THCH New Homes Limited.
* Produce Management Accounts for Norton Folgate Almshouse as required.
* Carry out regular reconciliations of all bank accounts and petty cash.
* Clear suspense accounts as part of the monthly accounts preparation exercises.
* Maintain accurately all the Cash Books on a weekly basis, and check and post transactions from monthly credit card accounts and Sales Ledger cash receipts.
* Assist in monitoring and updating of the coding and accounting structure and make recommendations for improvements to enable accurate and meaningful financial and management information to be produced.
* Submitting quarterly VAT returns.
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| **Budgets** | Under the guidance of the Management Accountant, prepare budgets for THCH New Homes Limited and provide assistance to THCH budget-holders as required. |
| **Statutory Accounts** | * Lead in the preparation of the final accounts of New Homes in line with agreed timetable.
* Lead in the preparation of the final accounts of Managed Companies in line with agreed timetable and liaise with their External Auditors.
* Assist with the production of high quality working papers in all areas of responsibility and any other areas as required.
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| **Fixed Assets** | * Assist in the maintenance of an accurate Fixed Asset Register for Housing.
* Maintain Non-Housing properties on the Fixed Assets Register.
* Maintain the IT Inventory
* Assist with Component Accounting as and when required.
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| **Insurance Administration** | * Deal with all insurance claims promptly and liaise with the insurance broker (or provider) and claimants as necessary.
* Assist leaseholders and tenants wishing to access their respective insurance packages and deal with any matters arising.
* Resolve any minor disputes between the insurance broker and residents
* Prepare quarterly insurance Claims report for Management Team.
* Assist with any insurance changes in the year and with the annual Insurance Renewals process.
* Ensure compliance with GDPR in the processing of all insurance transactions.
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| **Management Data and reporting** | * Maintain financial databases on the computerised systems and input data as required.
* Assist in the production of financial information to enable detailed financial advice to be given and reports to be prepared.
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| **Guidance, Advice & Compliance** | * Assist budget-holders in their management and understanding of budgets including dealing with queries and analysis.
* Ensure the operation of internal controls in line with systems, procedures, Standing Orders, Financial Regulations and the Finance Procedures Manual.
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| **Weekly Banking** | * Assist with the counting and banking of cheques received and processing the weekly income for banking in accordance with the rota drawn by the Head of Finance.
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| **Capital Accounting** | * Maintain a running schedule of sale of THCH New Homes’ properties and parking spaces.
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| **Liabilities Register** | * Assist in the maintenance of the liabilities and contracts register.
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| **Continuous Development** | * Maintain up-to-date knowledge of accounting developments including the provisions and application of the SORP and Financial Reporting Standards for Housing Associations.
* Keep abreast of the Company Act and relevant legislation and regulations impacting on THCH New Homes Limited.
* Participate in maintenance, development and enhancement of the Chart of Accounts and the content and format of the management accounts and reports.
* Generate and implement Value for Money and efficiency measures in work practices, management and administrative systems both computerised and manual related to your area of work.
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| **Corporate** | * Promote and follow THCH's equal opportunities policies.
* Attend meetings with the insurance broker or provider as and when required.
* Where required or necessary, attend other departmental team meetings in order to assist with interpretation of accounts or budget management or process matters.
* Carry out all duties in accordance with financial regulations, statutory requirements and performance targets.
* Provide services in accordance with THCH’s policies, procedures and financial regulations.
* Undertake any other duties commensurate with the grade as may be required from time to time.
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| ***Role related knowledge, skills and experience on recruitment*** |
| * GCSE or equivalent Maths and English
* Professional qualifications: Studying towards an AAT, ACCA, CIMA or similar professional accounting qualification.
* Experience of working within the Finance Department of a Housing organisation, preferably relating to preparation of Budgets, Management Accounts and Statutory Accounts.
* Experience of computerised financial systems and using spread sheets.
* Ability to use own initiative and respond to the changing needs of the environment
* Good communication skills both oral and written, with proven ability to communicate effectively at all levels, particularly with residents, contractors and other departments within THCH
* Effective time management skills with a proven track record of effective handling of high volumes of data and documents.
* Computer literate, with ability to use Microsoft Office and Purchase Ledger systems.
* Strong Team and interpersonal skill.
* High level of numeracy and an affinity to working with figures.
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| ***Core Values*** |
| **O** | Open | * being transparent, sharing information in a clear and honest way
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| **P** | Partnership | * recognising the importance and added value that comes from working together
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| **I** | Integrity | * being fair, honest and respectful to others
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| **I** | Inclusive | * recognising, valuing and celebrating the differences between people
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| **E** | Empathy | * identifying with a customer's feelings and having respect for alternate points of view
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| ***Core Competencies*** |
| **Delivering excellent services** You focus on getting it right first time, actively looking for better ways to deliver a quality service | * Engage customers to determine the options and solutions that best meet their needs
* Work to understand the diverse needs and expectations of customers
* Ensure quality standards are set and monitor progress to ensure high quality services are delivered
* Monitor and evaluate satisfaction levels and service performance and seek to improve services
* Anticipate potential problems and initiate ways to overcome them
* Proactively look at the services delivered and suggest ways in which it can be improved
* Welcome and actively use new technology to deliver the service
* Take ownership of issues and problems
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| **Communicating effectively**You adapt your style of communication with different people and in different situations to ensure mutual understanding | * Communicate clearly and directly in a way that meets the needs of the recipient
* Check understanding and re-present or information to correct any misunderstandings or mistakes
* Ask the right questions in the right way to clarify meaning
* Understand and work to reduce barriers to effective communication
* Listen actively to others, understand and respond to key messages
* Demonstrate openness in sharing information and keeping people informed
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| **Working effectively** Plans and organises work to meet individual, team and departmental objectives whilst achieving quality and value for money | * Manage own work to deliver on time and considers the impact on others when prioritising tasks
* Ensure systems are in place to manage workload efficiently and effectively
* Meet THCH agreed performance standards, thinking ahead and identifying any problems in doing so
* Take ownership to complete assigned tasks/projects independently and with guidance when required
* Understand and work to achieve the aims of the team/department and monitor progress regularly
* Use initiative in suggesting ideas for improving service quality and value for money
* Freely share knowledge and information with others across the organisation
* Manage own development and performance and provides information and support to assist the development of others
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| **Working with others**You understand your impact on, and how to work with, others. You share ideas and experience to achieve objectives | * Proactive in building rapport with colleagues and external customers and stakeholders , respecting other people’s values, views and opinions
* Cooperate and work effectively as part of a team
* Share and implement good work practice across team and departmental boundaries
* Understand how your job contributes to the team, service and organisation objectives and can describe this to others
* Work to effectively resolve differences with colleagues
* Support others by sharing information, knowledge and experience and promote organisational learning
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| **Date issued:** |
| 08/10/2019 |