**PRINCIPAL ACCOUNTANT**

**Main purpose of the job**

To provide financial planning and analysis service Sixty Bricks Limited, this includes the preparation of management accounts and budgets.

**Department**

Finance

**Reports to**

Head of Finance

**Salary**

£48,819 plus up to 10% in bonus

**Hours of work**

37 hours a week, Monday to Friday. Flexitime system in place. 37 hours a week

**Annual leave entitlement**

28 days plus 8 statutory days.

**Probationary period**

Six months

**Key tasks**

* **Management Accounts**. Lead the production of Sixty Bricks management accounts and Project Cashflows. Ensuring accounts are reconciled on a timely basis.
* **Statutory Accounts**. Responsible for finalising sixty Bricks’ year-end trial balance and reconciliation of balance sheet accounts. Assist in the preparation of the statutory accounts.
* **Financial Systems**. Operate, maintain and improve the Company’s financial systems.
* **Property Sales and Disposals**. Calculate surplus from property sales on a monthly basis and ensure additions and disposals are reflected in the accounting systems.
* **Tax**. Keep up to date on VAT legislation, ensuring Sixty Bricks is compliant with current VAT legislation. Lead on the preparation on the quarterly VAT submission.
* **Board and Committee Papers**. Responsible for management accounts and budget papers for Sixty Bricks.
* **Internal and External Audit**. Liaise with auditors and provided requested information on a timely basis.
* To take ownership and responsibility for any service-related complaints/queries from customers ensuring that the customer experience is positive, professional and within set timescales at all times.
* To manage all contacts in line with quality standards, data protection policies and equality & diversity policy.
* Carry out any other duties consistent with the post that may be required from time to time, at the discretion of the line manager

**Person Specification**

***Knowledge and experience***

* Accountancy qualification – CCAB qualified or part qualified
* Experience of providing financial business support and adding value to commercial operations particularly analytical support
* Experience of Housing Capital Programmes and appraisals.
* Experience of variance analysis and management accounts preparation
* Preparing financial statements and handling year-end processes.
* Experience of working to tight deadlines

***Skills***

* Strong Excel skills
* IT System skills
* Strong communicator with strong verbal, written and presentation skills.
* Strong attention to detail
* Ability to problem solve
* Ability to manage and monitor performance
* Good time management and organisational skills
* Be willing to continue to learn and develop your skills
* Demonstrate a high level of professionalism, working with minimal supervision to complete tasks accurately first time.
* Able to present complex material in an accessible format to a range of audiences including non-financial users.

**Organisation Chart**