

Job Title: Financial Accountant **Reports to:** Finance Director (FD)
Location: Warrington / hybrid **Direct Reports:** 2
Terms 36 Hours per week Fixed Term Sept 25 to December 26 (Mat Cover)

The primary responsibilities of this role are to:

- Ensure that the Land Trust and its subsidiaries achieve best practice in terms of complying with all current accounting and legal reporting obligations
- Deliver accurate and meaningful financial / management information
- Support the FD in the production of key statutory / legal accounting reports such as the Annual Report & Accounts
- Ensure that key financial controls within the Land Trust are operating effectively
- Support the FD in his / her dealings with auditors (both internal and external) and other interested, third party stakeholders
- Deputise for the FD during his / her absence in the area of financial control

The role requires liaison, internally, with the Leadership Team and Senior Leadership Team, externally, with the external auditors of the Land Trust Group, the internal auditors and with the organisation's bank, investment managers, bankers, insurers and other advisors.

You will manage and motivate the Accounts Assistant to reach their potential and be the lead on the Purchase Order System.

You will manage, motivate and coach the Assistant Financial Accountant to reach their potential.

This job description is not intended to be exhaustive but simply to highlight the current key responsibilities of the role. The role holder is expected to perform tasks assigned to them that someone of their qualification and experience might reasonably be expected to perform.

Roles & Responsibilities

Financial Reporting & Budgeting

- Under the direction of the FD, provide analysis and advice on the potential implications of proposed changes in accounting rules / policies and legislation / government rules
- Make recommendations on how the organisation should adopt financial reporting best practice (where it is not already doing so) in particular the Charities SORP

- Under the supervision of the FD, assist with the preparation of the annual Group Statutory Accounts and the associated supporting notes, evidence and reconciliations, working with the FD and others to ensure that the organisation receives a clean audit report
- With the FD, plan and produce Annual and longer term Budgets (SOFA, Balance Sheet & Reserves) and Quarterly Reforecasts with explanations of key variances, leading into appropriate Board & Committee reports.
- Develop and produce condensed monthly Management Accounts for the Group by Fund Classification and KPIs designed to meet the needs of the Trust in-between its more extensive quarterly reporting timetable, for review by the FD and inclusion in Board & Committee Reports.
- Provide analysis of the Monthly Management accounts by Fund Classification (SOFA and Balance Sheet) with variances explored and explained;
- Ensure the Assistant Financial Accountant produces the monthly site management accounts/returns and liaison with Estates staff
- Production of monthly investment reconciliations
- Provide Fund Analysis Reports
- Working with the Estates Team, on an annual basis calculate the Release of Designated Surpluses
- On an annual basis, working with the Estates Team calculate the surpluses to release from Restricted Funds, where applicable
- Act as Business Partner to the Endowment Sites in the North;
- With the FD, monitor the General, Designated, Restricted and Endowment Funds of the Trust vs Budget
- Produce ad hoc reports required by the FD
- Lead on the finance take-on of new endowment sites once the sites have transferred to the Trust
- Support the Assistant Financial Accountant with all the VAT Returns for the Group
- Support the Assistant Financial Accountant with the management of the Trust Treasury Deposits and Cashflow
- Support the Assistant Financial Accountant with the Business Partnering of the Fundraising Team

Transaction Processing / Systems / Controls

- Responsible for the management of the ledger systems, their structure, maintenance and the integrity of the data therein.
- Responsible for ensuring the integrity of the data held within the finance systems and the security of the related data entry processes to include the Fund Classification of all transactions
- Preparation of the management accounts and ownership of the monthly timetable. Ensuring control accounts reconciliations are performed and all transactions and balances reported are complete and accurate.
- Production of monthly KPI figures.
- Through preparation / review of the SOFA and Balance Sheet / control accounts reconciliations, ensure all transactions and balances reported are complete and accurate

- Take a lead in recommending improvements to financial accounting/transaction/systems processes and timetables of the organisation
- Manage the monthly payroll process (the payroll is prepared by a payroll bureau), ensuring accurate returns and payments are made on time and are reconciled to payroll records, including HMRC, pension contributions, childcare vouchers, P11d's and Class 1A NIC.
- Assist the Assistant Financial Accountant with the management of the fixed assets register of the organisation
- Ensure that key financial processes and policies are properly documented and updated in the Finance Manual and reviewed regularly with a view to achieving improvements and efficiencies
- Responsible for managing and controlling the Chart of Accounts for the Land Trust Group.
- Assistance in providing papers for Board, SLT and other committee meetings.
- Assisting the other members of the Finance team, as necessary.
- Processing of bank payments, including the regular BACS run.
- Performing reconciliations, as necessary.
- Take a leading role within the Finance Department for managing the core IT systems and reports notably Qube / ECS (which includes the purchase order system)
- Responsible for accounting for treasury transactions and, with others, Treasury Policy compliance.
- Statutory and non-statutory compliance returns.

Liaison with external bodies

- Assist the Financial Director, as necessary in dealings with external bodies, such as internal and external auditors.
- Assist internal auditors with financial accounting related reviews and, where required by Finance and Audit Committee, implement recommendations.

Other Duties

- Deliver finance Induction training to new members of staff.
- Provide Financial Awareness Training to staff on a regular basis.

Person Specification

Experience and knowledge

- A recognised senior accountancy qualification- ACA, ACCA, CIMA or other equivalent with a minimum of 3 year post qualification experience
- Experience of Charity accounting desirable but not essential.
- Excellent and up to date knowledge of Accounting Standards, Charity SORP, preparing consolidated accounts and trading subsidiaries.
- Experience of VAT is essential
- Experience of staff management.
- Systems development experience, to include the ability to optimise the use of systems to increase efficiency and effectiveness of the Finance Department.

Skills and attributes

- High level of motivation, personal organisation & professionalism
- Comfortable with a deadline driven environment
- A self-starter who is pro-active and can work on initiative and can set and achieve goals
- Excellent spoken and written communication skills.
- High level of accuracy and good attention to detail
- Able to establish strong credibility, trust and inspire confidence
- Advanced IT and Excel skills