



**HIGHTOWN HOUSING ASSOCIATION LIMITED  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Financial Accountant</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Financial Accounting</b>
<b>RESPONSIBLE FOR:</b>	<b>Senior Finance Officer [&amp; Payroll team in absence of Head of Financial Accounting]</b>
<b>CONTRACT TYPE:</b>	<b>Permanent</b>

**JOB SUMMARY**

This role is responsible for the delivery of an excellent financial accounting service to the Association including housing fixed asset and grant accounting, VAT returns, and the provision of a payroll service.

**Key Responsibilities**

**Management and Leadership**

- 1 To lead, manage, motivate, monitor and support the work of the Senior Finance Officer.
- 2 To contribute to the achievement of the Association's strategic plan through the implementation of the Finance departmental operating plan and team objectives.
- 3 To manage and regularly appraise staff and ensure that staff are given appropriate training in order to carry out their duties.
- 4 To manage the payroll team in the absence of the Head of Financial Accounting.

**Financial Accounting**

- 5 To understand, and to keep up to date on, the financial accounting requirements of the relevant Financial Reporting Standards, Housing SORP, Regulator's Accounting Directions and best practice particularly as they relate to accounting for fixed assets and grants.

- 6 To ensure that the Fixed Assets database (RAM Database) is maintained up-to-date and accurately reflects the changes in the Association's stock of properties through the management of inputs by the Senior Finance Officer and to input data as required.
- 7 To ensure that the necessary accounting entry journals are created in the RAM system and posted into the Financial Accounting system (Exchequer) at least monthly or as agreed, to reflect the depreciation charges, grant amortisation and other adjustments arising.
- 8 To ensure that all new build units, component replacements (capitalised repairs), sales staircasing, disposals and other changes are added to the RAM database promptly and accurately, reconciling the RAM system to QL and other systems as necessary.
- 9 To ensure that that fixed asset housing database remains fit-for-purpose by keeping up to date with developments in fixed asset accounting requirements and the functionality of systems.
- 10 To audit and review the RAM database at least quarterly for consistency and to investigate any data anomalies.
- 11 To be the systems administrator for the RAM database ensuring the continued integrity of the RAM database. To liaise with the RAM software supplier as required.
- 12 To produce the fixed asset and grants accounting notes and supporting working papers necessary to complete the Association's financial statements in statutory format in compliance with all requirements and in accordance with the agreed delivery timetable.
- 13 To maintain all such supporting records and information necessary to satisfy all legal and audit requirements.
- 14 To ensure that the financial ledgers accurately and promptly reflect the fixed asset transactions of the Association throughout the year, allowing all financial and management information reports to be timely and accurate.
- 15 To liaise with the statutory accounts external auditors on fixed asset and grant accounting.
- 16 To liaise with the other Senior Managers in Finance to ensure the provision of information for the timely delivery of the monthly management accounts.
- 17 To prepare the capitalisation schedules for newly completed development schemes and account for first tranche shared ownership property disposals.

### **Value Added Tax (VAT)**

- 18 To produce the quarterly (and annual) VAT return and the supporting analysis from the Financial Accounting System, dealing with the Partial Exemption calculation and application of any Special Methods and any Capital Goods Scheme. To submit the VAT return once agreed by the Head of Financial Accounting.
- 19 To create and post any accounting entries arising from the VAT Return e.g. partial recovery of VAT.

- 20 To participate in any work required to assist with any HMRC or Audit inspection of VAT.
- 21 To supply information to external and internal auditors in support of the statutory accounts or other ad hoc audit works as required.
- 22 To assist with normal business VAT enquiries from within the Association as agreed.

### **Payroll**

- 23 To manage and support the Payroll Team to ensure delivery of an excellent payroll service to the Association in accordance with all relevant legislation and requirements.
- 24 To plan for the payroll production ensuring provision of service at all times.
- 25 To check the payroll payment run each period in accordance with agreed checking protocols and investigate any matters arising.
- 26 To manage the relationship with the external software supplier (currently RSM).
- 27 To ensure that the Payroll Team submit all necessary returns, information and payments to pensions providers and other third parties accurately and in accordance with the required timetable.
- 28 To ensure that the Association meets the requirements on “Workplace pensions” legislation including the auto-enrolment process. To liaise with the auto enrolment assessment software provider (RSM) to ensure it remains fit for purpose.
- 29 To work with the Director of Financial Services and Heads of Financial Accounting in the regular review of the Payroll system, ensuring it remains fit-for-purpose. Assist with the implementation of any system enhancements or replacement system.

### **Systems Process Improvement**

- 30 To strive for continuous improvement by an ongoing programme of review of accounting systems, financial procedures and workflow, internal control mechanisms for all financial aspects of the Association’s work in accordance with statutory requirements, professional accounting standards and best practice.

### **Other**

- 31 To liaise with the internal or external auditor in the conduct of reviews and investigations and take action as necessary to introduce improvements to the financial accounting service.
- 32 To participate in the development and delivery of annual operating plans for the finance function.
- 33 To be a bank signatory for low value cheques and BACS payments as set out in Financial Regulations and Delegated Authorities.
- 34 To have a flexible approach to hours worked if necessary.

- 35 Commitment to the Association's equality & diversity policy.
- 36 To participate in the review of this job description as necessary.
- 37 Any other duties consistent with the responsibilities of the post as requested by the Head of Financial Accounting or Director of Financial Services.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education/Qualifications</b>		
Professional accountancy qualification (ACA, ACCA, CIMA)	✓	
Degree or equivalent level of education		✓
<b>Skills, Knowledge and Experience</b>		
A sound understanding of accounting requirements relating to fixed assets and grants under relevant accounting standards e.g. IFRS, SORP.	✓	
Experience of managing a large fixed asset database	✓	
A good working knowledge of VAT legislation requirements	✓	
Experience of creating VAT returns from a computerised financial ledger.	✓	
Experience of VAT Partial Exemptions and Special Method computations		✓
Experience of computerised accounting systems including preparation of journals, reconciliations etc.	✓	
Recent relevant experience of managing a payroll team of at least comparable size		D
Excellent Excel skills	✓	
Good MS Office skills	✓	
A good knowledge of system improvement techniques	✓	
A good knowledge of legal and HMRC payroll requirements		D
Ability to develop and maintain appropriate accounting systems, financial procedures and internal financial controls	✓	
A pro-active approach	✓	
Excellent written and oral communication skills	✓	
Ability to manage and motivate staff to achieve the highest standards of work performance	✓	
Ability to present to senior staff and Board members on complex financial issues	✓	
Hands-on approach	✓	
Ability to prioritise work and to work accurately to tight deadlines	✓	
Ability to work to a general brief with minimal supervision	✓	
Commitment to the Association's equality & diversity policy	✓	

Candidates are reminded that the shortlisting process is based on the evidence provided on the application form of the skills demonstrated above.

**December 2020**