


| RCT HOMES HOUSING ASSOCIATION JOB DESCRIPTION | |  |
|--|-----------------------------|---|
| TITLE: | Financial Accountant | |
| REPORTING TO: | Group Accountant | |
| RESPONSIBLE FOR: | Assistant Accountant | |

1. Overall Objectives

- 1.1. To provide the Financial Accounting service to the Finance Directorate ensuring transactions are correctly posted to the ledger, reconciliations take place monthly and we remain compliant with the requirements of our funders, regulator and all other statutory bodies.
- 1.2. To support the Group Accountant in the production of the Group's Financial Statements and statutory accounts within agreed timescales
- 1.3. To control the recording and monitoring of RCT Homes, and its subsidiary companies, income and expenditure, and provide an effective and timely financial and management reporting service to internal and external users for all areas of the business including the direct labour workforce.
- 1.4. Effective manage and develop staff within the team.

2. Accountabilities and responsibilities

- 2.1. Production for the monthly management accounts for the Group in liaison with the Management Accountants using the Group Consolidation Software.
- 2.2. Assist the Group Accountant with the production of finance related committee papers for Group Committees and Subsidiary Boards.
- 2.3. Monitoring and management of covenant compliance ensuring the timely and accurate completion of the covenant register, ensuring all business plans and business cases for approval by Committee's and Boards are covenant compliant.
- 2.4. Assist the Group Accountant with the production of the Group Financial Statements ensuring compliance with Accounting Standards and relevant SORPs.
- 2.5. Prepare information for audit within agreed timescales.
- 2.6. Responsible for ensuring the audit of service charges takes place and audit differences are actioned and taken forward.
- 2.7. Completion of the monthly Group VAT return including ongoing management and compliance to the agreed Partial Exemption Special Method, ensuring that transactions are correctly accounted for.
- 2.8. Ongoing maintenance and reconciliation of the Group Fixed Asset Register ensuring reconciliations take place on at least a quarterly basis.

2. Accountabilities and responsibilities

- 2.9. Preparation and reconciliation of the monthly Group Cash Flow Statement.
- 2.10. Liquidity management across the group ensure optimum interest received and minimum interest is paid.
- 2.11. Manage the day to day banking relationships across the group and liaise with funders to ensure loan requirements are met.
- 2.12. Completion of the annual group tax returns.
- 2.13. Assist the Group Accountant and Finance Director with Group Tax Planning.
- 2.14. Completion of all relevant returns to statutory bodies.
- 2.15. Overseeing the production of all pensions returns and reconciliations ensuring compliance to scheme rules.
- 2.16. Ensure all inter-company balances are processed and reconciled at the end of each month.
- 2.17. Ensure new supplier are set up and maintained in accordance with tenders and contracts in conjunction with the Procurement Manager.
- 2.18. Facilitate the introduction of IFRS across the Group and be the technical expert in relation to the application of all updated SORPs.
- 2.19. Ensure that all reconciliations responsible for are carried out on at least a monthly basis.
- 2.20. Responsible for the administration of the Groups chart of accounts.
- 2.21. Ensure all journal entries are correctly posted to the nominal ledger.
- 2.22. Ensure procedures across the team are accurately recorded and updated and are compliant with the financial regulations of the Group.
- 2.23. Assist with the RCT Homes internal audit programme.
- 2.24. Carry out ad-hoc projects as required.
- 2.25. Be pro-active in providing information to the Executive Management Team (EMT), the Group Accountant and the Management Accounts Team to ensure a rolling forecast can be maintained.
- 2.26. Ensure you keep up to date with accounting and taxation regulations through Continuous Professional Development including attendance at appropriate training courses and conferences.
- 2.27. Provide cover for the Management Accounts team when absent.
- 2.28. Manage your team effectively whilst demonstrating the values of the Group and

2. Accountabilities and responsibilities

Leadership behaviours.

- 2.29. Responsible for the management, maintenance and development of the financial systems SUN, Vision, IPOS and Carval to ensure the smooth running of the accounting service across the Group, ensuring they are up to date and fit for purpose.

3. Financial responsibility

- 3.1. As a senior member of the finance team to participate in the annual budget setting exercise, also providing accurate information as required for the budget within the time scale required.
- 3.2. To monitor and control expenditure in accordance with the budget procedures, levels of delegated authority and financial control, taking appropriate action where variances occur.

4. Leadership

- 4.1. Ensure deadlines set are achieved and work is undertaken to the standards set by the Finance Director.
- 4.2. To ensure that maximum use is made of information technology within the team.
- 4.3. To assist in the development of a culture that is consistent with RCT Homes' vision and values particularly those relating to the delivery of a customer focussed service and the development of continuous improvement and an efficient and growing business.
- 4.4. Ensure that all staff reporting to the post are recruited, trained, managed, appraised and developed in accordance with established procedures.
- 4.5. To meet monthly with staff individually and as a team to ensure that agreed policies, practices and procedures are being implemented, and that performance indicators are being achieved through the setting and monitoring of individual and team targets.
- 4.6. Ensure that staff are kept informed on issues, and consulted as appropriate.
- 4.7. As a senior member of the Finance Directorate, participate in the development of corporate and departmental objectives; share in the achievement of these objectives and in the general management of the department and RCT Homes.
- 4.8. As a member of the senior member of the Finance Directorate, contribute to the development and formulation of departmental plans.

5. Risk Management

- 5.1. As a senior member of the Finance Directorate, take an active role in the development and monitoring of the Groups risk management procedures.

6. General

- 6.1. Promote the best interests of the Group and its policies in all areas of work including compliance with Schedule 1.
- 6.2. Promote a positive image of RCT Homes Group through the development and maintenance of excellent working relationships with customers, partners, colleagues and key stakeholders
- 6.3. Keep abreast of developments in legislation and good practice and update RCT Homes' policies and practices accordingly.
- 6.4. Fully implement, utilise and promote new technology in all areas of work and ensure accurate records are kept.
- 6.5. Comply with RCT Homes' Group Health and Safety Policy, taking particular responsibility for finance related matters.
- 6.6. Comply with and promote RCT Homes' Customer Care Charters.
- 6.7. Comply with data protection policies and practices.
- 6.8. Any other duty commensurate with this post as requested by your Line Manager.
- 6.9. Attend any of RCT Homes' offices as required.

7. Equality and Diversity

- 7.1. Actively promote RCT Homes' Equality & Diversity Policy and practices in all aspects of duties relating to staff, tenants, contractors, consultants and external agencies.

| PERSON SPECIFICATION | | | |
|----------------------|----------------------|--------------|---------------|
| POSITION | Financial Accountant | LOCATION | Tŷ Pennant |
| TEAM | Finance | LAST UPDATED | December 2013 |
| VERSION | 3.0 | | |

| QUALITY | ESSENTIAL | DESIRABLE |
|--|---|--|
| Education & Qualifications: | <ul style="list-style-type: none"> • Qualified CCAB Accountant. • Evidence of continuing professional development. • Excellent level of numeracy. • Excellent level of literacy | <ul style="list-style-type: none"> • 3 years post qualification experience |
| Experience, Knowledge and Understanding | <ul style="list-style-type: none"> • Experience preparing management and statutory accounts within short timescales. • Experience of completing tax returns • Production of performance management information and interpreting the results • Experience of setting and controlling budgets • Experience of developing internal financial controls and writing procedures. • Experience of taking ownership and responsibility for finance systems. | <ul style="list-style-type: none"> • Working with Sun Accounts. • Understanding of the Social Housing sector • Experience of financial planning • At least one year's experience of being responsible for either a small Finance Team or sections of a larger Finance Team in a commercial environment |
| Job Related skills | <ul style="list-style-type: none"> • Ability to provide Executive Team and Senior Managers with informed and objective advice. • Able to demonstrate a high level of ICT literacy and understanding. • Able to manage workloads to meet demanding targets, bringing set objectives to successful completion within agreed deadlines. • Able to communicate effectively with a wide range of people both internally and externally. | <ul style="list-style-type: none"> • Able to produce clear, concise and objective written reports and presentations on complex issues relating to financial matters. • Well-developed networking, promotional and negotiating skills |

Financial Accountant

| QUALITY | ESSENTIAL | DESIRABLE |
|-----------------|--|--|
| Personal Skills | <ul style="list-style-type: none">• Demonstrable commitment to customer focused service to achieve business objectives.• Commitment to working as part of a team and assist with the development of the business.• Commitment to Equality and Diversity• Commitment to customer involvement and empowerment | <ul style="list-style-type: none">• Commitment to Social Housing |
| Other | <ul style="list-style-type: none">• Access to a vehicle to enable business travel• Willingness to work flexibly in the interests of the Company• Able to undertake some national and regional travel | |