

## ROLE PROFILE

<b>Department:</b>	Finance
<b>Job Title:</b>	Senior Financial Accountant
<b>Job Purpose:</b>	Responsible for all financial accounting - to include statutory accounts, balance sheet reconciliations and component accounting. Implementation of IFRS.
<b>Reporting to:</b>	Finance Accounting Manager
<b>Responsible for:</b>	2 member of staff

### Key Responsibilities and Accountabilities

#### Financial Statements

Ensure the Financial Statements of Midland Heart are compliant with current accounting standards.

Produce Financial Statements for all group entities (Currently 6 entities).

Produce consolidated accounts, including I&E, Balance Sheet, cash flow and all accompanying notes.

Liaise with external auditors, ensuring all workings and explanations are provided where necessary.

Liaise with other finance staff and other departments to ensure all issues raised are resolved as timely and efficiently as possible.

Continually review process and performance to strive for continual improvement.

#### Implementation of IFRS

Understand the implication of FRS102 on the accounting framework of Midland Heart.

Ensure policies agreed with external auditors are implemented and followed correctly.

Ensure systems are in place to capture all relevant data.

#### Regulatory Returns

Ensure all annual returns are completed by the stated deadlines, to include RCGF, FVA, FSA documents.

#### Month End Processes

Maintain effective controls over the Group's balance sheet and underlying accounting records, to include:

- Reconciling of balance sheet codes, collating data and documentation where appropriate.

- Produce a balance sheet for each group entity, and a consolidated balance sheet for inclusion in the management accounts pack.

Take overall responsibility for:

- Bad Debt provision calculation and reconciliation
- Rent (cash postings) reconciliation
- Depreciation of housing properties
- Calculation of surpluses/losses on Fixed Assets disposals
- Depreciation of other fixed assets
- Continual development of underlying processes.
- Maintain monthly reconciliations of I&E data in statutory accounts format, to include: payroll, interest payable and receivable, fixed assets disposals, 1st tranche disposals, rents and voids analysis.
- Regular meetings with the wider business to understand upcoming projects, particularly Development.

### **Component Accounting**

Ensure Midland Heart reporting requirements are met.

Ensure system is compliant with FRS102.

Liaise with Keystone to ensure system improvements are suggested, tested and implemented.

### **Financial Operations**

Cheque signatory.

Test BACS software as necessary. Provide training and documentation for other BACS users for cover.

### **Management**

Lead the financial accounts team of up to 2 people.

Ensure the development of staff as appropriate to maintain standards within the team and encourage career progression.

Ensure the work of colleagues and self is of a consistently high standard.

### **Health & Safety**

To be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Midland Health & Safety Policy.

## Person Specification

	Application	Interview	Test
<b>Education, qualifications and training</b>			
1. Professional accounting qualification. Fully qualified CIMA, ACCA or ACA.	X		
<b>Experience</b>			
2. Experience of producing financial accounts and supporting documentation and final accounts presentation.	X		
3. Experience of dealing with external auditors.	X		
4. Experience on managing, motivating and developing a small team.	X	X	
5. Experience of producing statutory accounts, and corresponding year end files.	X	X	
6. Preparation of Balance Sheet reconciliations including full commentary and issue resolution.	X		
7. Conversion of IFRS accounting standards and understanding the issues facing the housing and care sector.	X		
8. Ability to liaise with senior staff within finance and the business.		X	
<b>Knowledge</b>			
9. Understanding of the key concepts contained within FRS102.		X	
10. Understanding of key accounting issues, including the principles of component accounting.	X		
<b>Skills</b>			
11. Ability to analyse complex data and understand any underlying issues that may be occurring.	X	X	X
12. High level of attention to detail.			X
13. Ability to plan and timetable tasks in line with Audit and Management reporting timetable.	X	X	
14. Ability to prioritise work and meet deadlines.	X	X	
15. Excellent MS Office skills in particular Excel and Word.	X	X	X
16. Use of Financial systems - Open Accounts preferred.	X		
17. Good written and verbal communication skills.	X	X	
18. Ability to make decisions within existing guidelines.			
<b>Behaviours</b>			
19. Ability to work alone or as part of a team.		X	
20. Self motivated with a commitment to continuous improvement.		X	
21. Able to work collaboratively with colleagues and other departments.		X	
22. Be a positive ambassador for the team and the organisation.			
23. Conduct self professionally and according to the Values of Midland Heart.			
24. To work to tight timetables in a pressurised situation.		X	
25. Understanding of and commitment to the principles of equality and diversity.		X	