

ROLE PROFILE

Job Title:	<u>Senior Accountant</u>	Location:	<u>Slough</u>
Reports to:	<u>Associate Director, Finance</u>	Department:	<u>UK Finance Operations</u>

Summary of the Role's Main Purpose

The primary role of the Senior Accountant (SA) is to support the Associate Director in the timely delivery of monthly management accounts whilst ensuring high accuracy and integrity of the numbers. The SA will also be involved in the production of the statutory accounts for the subsidiaries in the Group, and liaising with external auditors to provide audit evidence.

This role ensures visibility of the whole P&L and Balance Sheet for the Western Corridor region, including impacts on the monthly forecast and performance against budget. There is a strong commercial element to this role with plenty of interaction with the operations and development teams, as well as the broader UK and Group finance teams.

The role is based in Slough, with hybrid-working available.

Principal Accountabilities

Management accounting responsibility for delivery of cyclical reporting obligations:

- Production of timely and accurate monthly management accounts with variance analysis to budget, commentary and reforecasting of income and expenditure
 - Maintain reliable and accurate data in the General Ledger
 - Posting of journals including accruals and prepayments
 - Completion and review of monthly Balance Sheet reconciliations, identifying and flagging areas that require review and ensuring these reconciliations are kept up to date
 - Maintenance of Fixed Asset register and assisting with Capex reporting, including posting journals
 - Production of statutory accounts for subsidiaries of the Group
 - Liaise with internal and external auditors, providing audit evidence and explanations to ensure audit is completed smoothly
 - To have an oversight of Service Charge (SC) and be responsible for postings based on reports from 3rd party managing agents in regards to SC income/costs on the P&L and Balance Sheet
 - Assist in the accounting for acquisitions and disposals of assets or companies within the portfolio
 - Assess the suitability of new customers (P&L) by performing credit checks for covenant strength
 - Build relationships with the wider Finance team and the Business Unit
 - To cover colleagues for absence / peaks in workload
 - Ad hoc analysis and participation in cross functional teams for projects
 - Any other duties that may be reasonably requested by the line manager
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Measures of Success

- Accurate and timely delivery of the Management Accounts and Group deliverables
 - Accurate and timely delivery of the Statutory Accounts
 - Clean Balance Sheets
 - Continuous improvement of processes
 - Positive relationship building with the region's operation teams as well as finance teams across the Group
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Resources available to the Job-Holder

- No direct reports
 - Support from immediate Operational Finance team and broader Finance Teams
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Essential

- ACA / ACCA qualified (at least 2 years PQE in a management accounting role)
 - Strong all-rounder with proactive, positive outlook and a 'can do' attitude
 - Excellent attention to detail, able to analyse and interpret large amounts of data
 - Self-Starter– able to identify issues and use initiative and interpersonal skills to resolve issues
 - Organised and efficient time management skills
 - Intermediate to advanced Excels skills (pivots, v-look-ups etc)
 - Ability to reflect on one's own work as well as the wider consequences of financial decisions
 - Ability to interpret financial and non-financial data
 - Ability to work independently or as part of a team
 - Able to communicate with both finance and non-finance professionals with strong interpersonal skills
 - Good written and verbal communication skills
 - Proven experience of end-to-end production of accounts
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Desirable

- Experience of forecasting, budgeting and strategic planning
 - Property experience would be an advantage but can be learnt
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