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| **Job title:** | **Financial Accountant** |
| **Reports to:** | **Head of Finance** |
| **Perm or contract:** | **Permanent** |
| **Full-time or part-time:** | **Full Time** |
| **Location:** | **Homebased – Occasional Travel required to Manchester Office.** |

**About Golden Lane Housing Limited**

Golden Lane Housing Limited is a Community Benefits Society who works with people with a learning disability to provide supported housing around which they can build their lives and to help tackle the immense challenges that people with a learning disability face in finding a home.

**Our vision**: Our vision is a world where everyone with a learning disability has opportunities to access good quality housing that meets their needs.

**Our values:**

* **Caring:** we support our tenants and colleagues and help them to achieve goals.
* **Listening:** we involve tenants in the review and design of housing services.
* **Honesty:** we build trust with tenants and families with fairness.
* **Reliable:** we are dependable and trusted to keep our standards and commitments.
* **Creative:** we work together in many different ways for great results

**About the role**

The Financial Accountant will report in to the Head of Finance and be central to the smooth delivery of the Finance function, ensuring strong financial controls and accurate and timely financial reporting is produced.

The Financial Accountant will develop an in-depth knowledge of the organisation, the financial systems and processes as well as its operating environment and ensure that financial policies are set with Value for Money and Housing Regulation compliance as paramount consideration.

The Financial Accountant will produce timely and accurate monthly reporting and assist in the preparation of the Financial Statement notes and ensure high level of accuracy and supporting schedules to support the returns to the Regulator including Tax matters (VAT returns, corporation tax) . The Financial Accountant will be the prime point of contact for the External Auditor for the external audit.

The Financial Accountant will assist with the co-ordination of the GLH's internal audit program and the preparation of the reports to be presented to the Executive and the Risk Audit Committee meetings.

The Financial Accountant will be responsible for ensuring all Statement of Financial Position reconciliations are completed by the Finance Team and be responsible for reviewing.

**Responsibilities - Financial Accountant will:**

* Work with the Management Accountant to oversee and manage the month end process.
* Ensure all journals, accruals, prepayments, reconciliations and associated work are accurate and timely.
* Maintain the Fixed Asset register including Housing and Non housing and ensure high levels of accuracy and the application of the depreciation policy.
* Liaise with the Business Partners to ensure assets are recognised correctly meeting the requirements of the SORP.
* Ensure that reporting including KPIs OPIs and Analytic requirements are accurate and timely and will directly be responsible for the preparation of the Quarterly Funding return to the Regulator and HRMC returns including Tax and VAT where applicable. to achieve accurate and timely submissions.
* Assist in the preparation of the Annual Report and Financial Statements to ensure that all requirements for the External Audit are ready in time for the External Audit.
* Responsible for preparing the Notes to the Financial Statements and the updating and compliance with the Accounting Policies.
* Keep up to date with accounting changes and report on the implications of these changes on the primary statements.
* Assist in the preparation of various reports to the Risk and Audit Committee (RAC), including impairment review, going concern and the Assets and Liabilities register.
* Support the preparation of various covenant calculations to the funders and ensure these are reported inline with the loan agreements.
* Assist in the upkeep of the Assets and Liabilities register and ensure it meets the requirements of the regulator.
* Support the Head of Finance with the co-ordination of the internal audit programme and the preparation of the reports for the RAC..
* Be involved in development of Financial Systems to support an ongoing programme of reporting improvements as and when required.
* Develop the reporting required from unit 4 Financial System for various returns and Management Accounts.
* Support the Accounts Manager to review the processes in place to streamline and enhance controls where needed.
* Review the Finance Team Operational Risk Register to endure that it is kept up to date to reflect the risk faced by the finance function and the mitigations put in place.
* Assist in the Anti Fraud reporting and ensure controls are in place mitigating the risk to the organisation.
* Ensure Anti Fraud policies are robust and meet the requirements of the organisation.
* Establish relationships with a range of stakeholders and encourage collaborative team working within finance and across GLH.
* Assist GLH management to achieve efficient, effective, and cost-effective outcomes by setting up and reviewing processes to ensure that they are developed from a tenant perspective.
* The Financial Accountant will develop the customer care culture throughout the team.
* Support the Head of Finance and the Head of Corporate Finance as and when required, with other aspects that fall within the remit of the Finance Team.

| **Candidate Requirements** | **Essential** | **Desirable** | **Method of Assessment (Key Below)** |
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| Full Membership of a recognised UK Accounting body, For example ACCA, CIMA or equivalent. | ü |  | CQ |
| Degree or a Equivalent qualification level, in a relevant subject. |  | ü | CQ |
| Extensive financial experience covering a wide range of areas within Finance. | ü |  | CC/I |
| Experience of preparing the Annual Report and Financial Statements and monthly management accounts. | ü |  | CC/I |
| Sound Technical knowledge and the ability to interpret and apply accounting standards, for example SORP, FRS. | ü |  | CC/I |
| Ability to interpret relevant information, analyse complex data, review alternative solutions and come to well informed conclusions. | ü |  | CC/I |
| Extensive financial experience, including high level of accuracy and integrity | ü |  | CC/I |
| Experience of dealing with External and Internal Auditors | ü |  | CC/I |
| Experience of preparing Reports for Executive Team and Risk and Audit Committee. | ü |  | CC/I |
| Experience of Presenting complex financial information to non finance individuals. | ü |  | CC/I |
| High level of Excel and Analytical Skills. | ü |  | CC/I |
| Ability to work reliably and be self-motivated | ü |  | CC/I |
| Open minded, innovative, and creative, keen to seek new working methods. | ü |  | CC/I |
| Experience of using Unit 4 Financial System. |  | ü | CC/I |
| Experience of working in Social Housing. | ü |  | CC/I |
| Knowledge of or willingness to learn more about learning disability and autism. | ü |  | CC/I |

**Key:**

CC – CV and Covering Letter

I – Interview

CQ – Certificate of Qualification