

## Job Description

**Job Title:** Financial Reporting Accountant

**Reports to:** Chief Group Accountant

**Grade Band:** C

**Location:** Home based

### Purpose

The Financial Reporting Accountant will ensure that all subsidiaries of the Shaw Trust Group are following the correct accounting standards, and will take a lead on year end accounting, audit activity, external reporting and the preparation of consolidated accounts.

### Main Duties and Responsibilities

1. Prepare the reports and financial information for internal and external stakeholders
2. Prepare and review of balance sheet reconciliations across Shaw Trust group companies
3. Prepare monthly Group consolidations
4. Prepare of the statutory year end accounts across the Shaw Trust Group companies
5. Work with our auditors as and when required
6. Drive continuous improvements in the department's processes and procedure including identifying opportunities to streamline and automate existing administrative procedures and tasks.
7. Responsible for ensuring the financial implications of all new policies and procedures commensurate with the role are correctly interpreted and implemented, using highly developed specialist knowledge and experience thereby minimising financial risk to the Trust. Identifying and developing new procedures when required.
8. Ensure that all financial software systems have strong internal control as a key element, are pro-actively managed and that the department has the capacity and objective of developing capability in this area.
9. Develop a 'learning culture' within the team, supporting individual development and encouraging cross-cover and cross-learning across the teams.
10. Fully engage with the business to ensure that the Finance Department is able to provide good customer service that is responsive to the needs of the business.
11. Represent finance on required internal review forums and to represent the Trust on external bodies as required.

### Other

1. To undertake any further training as identified in the Shaw Trust review procedures.

2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p><b>Person Specification</b>  <b>Job Title: Financial</b>  <b>Reporting Accountant</b>          (E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Fully Qualified ACA/ACCA or equivalent qualification (E)</li> <li>• Excellent Excel skills (E)</li> <li>• Previous experience of working with Agresso Business World (D)</li> </ul>
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Embraces change and drives continuous improvement (E)</li> <li>• People centred in a commercial framework, takes accountability for results (E)</li> <li>• Demonstrates a passion to further the charitable aims of the organisation and acts with integrity (E)</li> <li>• Collaborates and unites with others behind the organisations mission (E)</li> <li>• Provides a best in class service to all customers internal and external (E)</li> </ul>
<p><b>Experience, Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Experience of preparing final accounts and consolidation for a group of organisations (E)</li> <li>• Experience and Knowledge of technical financial issues (E)</li> <li>• Experience of external financial reporting (E)</li> <li>• Accountancy practice background (D)</li> <li>• Staff management experience within a customer focused environment (E)</li> <li>• Experience working with, and improving systems and processes (E)</li> <li>• High financial awareness, with the ability to communicate complex financial management information in a straight forward way (E)</li> <li>• Experience of liaising pro-actively with external advisors notably external and internal auditors (E)</li> <li>• A good working knowledge of all Microsoft applications, particularly Excel (E)</li> <li>• Good, proven, people management skills (E)</li> <li>• Ability both to identify required process improvements and to design and implement those improvements (E)</li> <li>• Understand and work through complex issues and identify solutions (E)</li> <li>• Work under pressure, meet key deadlines and adapt to a changing environment (E)</li> <li>• Work effectively as part of a team (E)</li> <li>• Work without supervision and achieve the objectives of the post (E)</li> <li>• Identify and prioritise complex, time sensitive workload and projects (E)</li> <li>• Excellent communications skills, both orally and in writing (E)</li> <li>• Commitment to customer service (E)</li> <li>• Commitment to personal &amp; professional development (E)</li> <li>• A corporate team player – able to focus on the good of the broader organisation, and the clients we serve (E)</li> </ul>

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at a Basic level (E)

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)