

Job title: Financial Accountant

Business unit: Association Services – Finance

Grade: 2 **FTE** 1.0

Reports to: Head of Financial Accounting and Procurement

Direct reports: Financial Accounts Team Leader(s), Payments and Financial Support Coordinator(s)

Place of work: Leeds

Purpose of the role:

All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."

The post holder will be responsible for:

- Managing the Financial Transactions Team which is responsible for all financial transactions with the exception of Payroll;
- Ensuring there are adequate controls for all transactional procedures;
- Ensuring accurate financial records are maintained;
- Producing monthly management reports for internal and external use;
- Taking a leading role in the production of the Association’s statutory accounts, the annual external audit process and timetable;
- Act as lead on the Association’s insurance;
- Managing and reporting on day-to-day cash flow.


They will also provide support for the Head of Financial Accounting and Procurement on financial matters such as capital purchases, investments, ad hoc external and internal audits, pension schemes, insurance and financial policies and procedures.

Key areas of responsibility

1. Responsible for the review, development, documentation and implementation of finance procedures, whilst ensuring adequate internal controls are in place and processing is efficient;
2. Ensuring transactional procedures are communicated to all the necessary users and that they are adhered to;
3. Responsible for all aspects of people management within the Transactional Team;
4. Leading on the administration of peripheral financial systems such as Worldpay, GoCardless, Barclaycard and online bank systems and ensuring adequate controls are in place and all transactions are suitably authorised;
5. Agreeing timetables for the team for transaction processing which will satisfy reporting needs on a monthly and annual basis. Monitor agreed KPI’s;
6. Take a leading role in the production and reporting of the statutory accounts for the Association and its associated companies in accordance with the relevant reporting requirements. Prepare other statutory reports, returns and claims as required, such as ONS reports, Gift Aid claims;
7. Manage day-to-day cash flows and assist in monthly reporting and forecasting;
8. Organise the placing of investments in line with the Investment Policy;
9. Ensure that all control accounts are reconciled including payroll reconciliation to the ledgers and that

- there is consistent treatment of financial transactions across the Association;
10. Administer insurance on a day to day basis and lead on the annual renewal and claims
 11. Oversee the maintenance of the Association's fixed asset register and support in advising on capital purchases and projects;
 12. Coordinate the implementation of audit recommendations and reporting to the Audit and Risk Committee;
 13. Assist in identifying risk within the function and to work with internal stakeholders to mitigate against significant risks;
 14. Develop a working knowledge of the non-payroll administration and reporting of the Association's pension schemes;
 15. Ensure an effective working relationship with key stakeholders both internally and externally;
 16. Undertake such duties as reasonably requested by your Line Manager.

To be used in conjunction with relevant person specification

	Person specification		
Criteria	Essential (✓)	Desirable (✓)	Assessment method (for recruitment only) A – Application Form I – Interview T - Test
Education & qualifications			
Qualified CCAB accountant		✓	A/I
Experience			
Good team leadership skills	✓		A/I
Significant demonstrable experience in a related role and knowledge of transaction processing and legislation	✓		A/I
Experience of accounting systems, excel and procedures such as reconciliations	✓		A/I
Experience of working with external financial bodies such as banks, HMRC, pension and insurance providers and other agencies		✓	A/I
Experience of Charity Accounting		✓	A/I
Knowledge & skills			
Good communications skills	✓		A/I
Highly proficient and experienced in financial accounting and reporting including external statutory reporting and audit	✓		A/I
Experience in tax, VAT and audit requirements	✓		A/I
Proven ability for implementing and monitoring financial controls	✓		A/I
Excellent planning, organisational and time management skills	✓		A/I
Proven planning skills	✓		A/I
Ability to maintain current knowledge of all relevant financial regulations	✓		A/I
Experience of motivating and developing teams – including performance management and appraisals	✓		A/I
Highly competent with information technology (I.T)	✓		A/I
Competencies			
Student and WEA values focused (Level 4)	✓		A/I
Achieves results (Level 4)	✓		A/I

Works collaboratively with others (Level 4)	✓		A/I
Manages self, learning and personal development (Level 4)	✓		A/I
Delivers excellent service (Level 4)	✓		A/I
Additional requirements			
Comply with all WEA's Policies and Procedures, e.g. Code of Conduct, Health and Safety and Equality and Diversity Policy	✓		A/I
A willingness to travel within the UK.	✓		A/I
Be prepared to occasionally work flexibly, including outside of normal office hours	✓		A/I

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