



## **JOB DESCRIPTION**

**Title:** Financial Accountant

**Reports to:** Head of Financial Accounts

**Responsible for:** Financial Accounts reporting

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### **Main purpose of the job**

To play a key role in ensuring the smooth operation of the Financial Accounts function, working with all areas of the RBO

To contribute to the management of systems, processes and providing support to the Head of Financial Accounts as required

To contribute to helping the team achieve the annual Finance Department KPIs

To uphold a culture of continuous development and continuous improvement

### **Main Responsibilities**

Working to the priorities set by the Head of Financial Accounts:

#### *Key Financial Controls*

- Preparation of key monthly reconciliations including fixed term deposits/investments, intercompany, VAT and other debtors/creditors.
- Maintaining the fixed asset register, posting of monthly depreciation and reconciliation of the register to the general ledger.
- Preparation of the depreciation budgets and forecasts.
- Prepare and process sundry journals on a regular and ad-hoc basis, i.e. interest income, etc
- Liaise with the ROH Benevolent Fund to ensure that costs are accounted for accurately in the ROH ledger, including month end reconciliations.

#### *Audit*

### *Bank & Cash*

- Preparation of a monthly interest forecast.
- Liaise with banks, brokers and financial institutions to obtain investment rates for long term deposits.
- Preparation of weekly cash flow forecast and weekly investment analysis to be conducted via close liaison between the sales ledger, purchase ledger and payroll functions, and the Head of Financial Accounts.

### *Taxation*

- Maintain all accounting records, including VAT returns, and administer banking and investment, with supporting documentation.
- Recording details of staff entertaining throughout the year and calculating the resulting annual tax liability (PSA Return).
- Complete HMRC & other tax returns as required, i.e. MOSS, CT61 for royalties and FEU
- Completion of the group quarterly VAT return.
- Produce the Supplier Payment Reports.

### *Team Management*

- Work to the highest standards of team working and collaboration within the department and the rest of the organisation
- Act as a support with any on the job training as directed by the Head of Financial Accounts.
- Provide support to and deputise for the Head of Financial Accounts, ad hoc as required

### *Continuous Improvement*

- Support the implementation of the New Finance System and maintenance of the existing systems in tandem with the Systems' Accountant.
- Manage own learning and continuous professional development relevant to the role; undertaking any learning or study as required
- Contribute to a culture of information sharing, innovation and continuous improvement
- Uphold RBO Values and Behaviours across all aspects of the role and support our goals for diversity and inclusion

## **PERSON SPECIFICATION**

### ***Accounting***

- Substantial relevant accounting experience in a busy, progressive and tightly managed medium to large sized business
- Requisite technical accounting skills required for an appreciation of the full range of financial management disciplines
- Qualified accountant (ACCA or CIMA) or recognised as qualified by experience (QBE)
- Knowledge of the constituent elements of the working capital cycle and their interrelationship in the context of cash flow management and forecasting

- Experienced Microsoft Office user with advanced spreadsheet manipulation skills and the ability to operate fluently with a number of different financial/accounting applications
- Aptitude for reconciliation work and ability to work unsupervised on tasks of an investigative and problem-solving nature
- Ability to understand and contribute to improvement of core finance business processes

### **People Skills**

- Able to communicate effectively at all levels within an organisation
- Effective people management skills to manage performance, train, develop and retain the team
- Consistent high level of customer service and responsiveness and ability to promote a strong customer service ethic across the team
- Flexible approach to work, willing to play a full role in ensuring the success of a small, highly focussed finance team

### **Core Skills**

- Commitment and ability to deliver accurate, high-quality work to deadlines with minimal supervision
- Able to work under own initiative
- A meticulous and methodical approach with strong organisational, planning and administrative skills
- High standard of written and verbal English

### **Continuous Improvement**

- Commitment to managing own learning and continuous professional development relevant to the role
- Ability to work to and support a culture of continuous improvement

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

