



Accountant Job Description

The role

As member of the Management Team, you will be responsible for supporting the General Manager. Providing and managing effective and efficient budgeting, monitoring, and accounting systems in respect of both revenue and capital for the business. It requires someone with the enthusiasm, passion and drive.

Main Responsibilities

Duties include but are not limited to

- **Budgeting**
 - Support the preparation of the relevant forecasts and capital and revenue estimates/budgets (including recharges and support costs) in consultation with the appropriate managers and directors.
 - Prepare annually in consultation with managers, detailed employee costings and ensure costings remain within cash limit.
 - Investigate base budget provision in relation to service outputs, review proposed changes in service provision, identify alternative forms of service provision, and report accordingly with a view to securing better value for money and improved services.
- **Monitoring**
 - Support the regular monitoring of actual expenditure and income for both capital and revenue. In consultation with the appropriate managers and directors agree projections and, where necessary, report on significant variations from estimate/budget, and implement approved budget virements.
 - Undertake monthly reconciliation of feeder systems, control accounts and balance sheet accounts as required
 - Ensure all necessary recharges/support costs are processed in a timely manner and allocated to the correct codes
 - Undertake regular checks on systems for the certification and processing of orders and payments ensuring effective commitment and budgetary control mechanisms are in place and best practice followed. Report on any adverse findings and improvements required.
 - Undertake regular checks on systems for the identification, billing, accounting and recovery of income. Report on any adverse findings and improvements required.
 - Ensure effective management and appropriate accounting of grant expenditure and income.
- **Closure**
 - Prepare, and supervise the production of, Revenue Accounts, Trading Accounts, and Balance Sheets in accordance with agreed accounting practices and timescales, and liaise with external audit.
- **Advice**
 - Provide accurate and timely advice to senior management team, ensuring that advice is based on up to date knowledge of the relevant legislation, financial regulations and professional requirements

- Ensure an understanding and correct treatment of financial transactions for VAT and other relevant taxes.
- **Other**
 - Ensure effective completion and review of all relevant statutory returns, statistics, benchmarking and grant claims submitted, and deal as necessary with Government departments and outside bodies in consultation with the appropriate managers and directors.
 - Ensure appropriate accounting records are maintained and retained
 - Ensure that the relevant financial decisions and adjustments are properly recorded and implemented.
 - Promote compliance with professional standards and the Financial Framework within the company ensuring the business meets its financial responsibilities.
 - Monitor the financial management systems, processes and procedures operated by the department, evaluate the efficiency and effectiveness of operation
 - Undertake regular financial system reconciliations.
 - Represent the Finance Department at board meetings as required, liaise with other departments and external agencies as necessary, and provide timely and accurate financial information and advice
 - Promote compliance with professional standards and corporate financial processes
- **Supporting and Managing the Accounts team to ensure day to day work is completed**
 - Completing outgoing payments on approval
 - Completing refunds on approval.
 - Checking incoming and outgoing payments for accuracy
 - Compiling reports on sales, expenditure, marketing and other accounting activity for senior management
 - Dealing with incoming post and emails ensuring that queries are allocated to the correct department
 - Dealing with incoming invoices
 - Reconciling accounting data to ensure accuracy, including the breakdown or subcontractors' revenue and creating appropriate reports and payments on approval.
 - Running business monthly payroll, ensuring NI and Tax is paid before deadline dates and records are kept up to date.
- **Project Management**
 - Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.
- **Record Keeping** - Ensure high standards of record management and assume responsibility for all information assigned to the post
- **HR** – To ensure all relevant information on attendance, sickness, absence is recorded. Responsible for supporting the General Manager to carry out all disciplinary and grievances in line with company policy and procedures.
- **Management of Accounting Staff** – Ensuring seamless day to day running of the accounting department.
- **Responsible for presenting information to the Board of Directors** – Ensuring all reports required by the board on a monthly basis are completed and presented.
- **Required to complete regular training** – Compulsory and Non compulsory as required by the business in order to meet the requirements of the position.

- **Establish and maintain strong working relationships** with key personnel including local councils and external accounting services.
- **Comply with the competencies** – and standard requisites agreed by the company as relevant to your post. Including ensuring that all company policies and procedures are met by yourself and the team.
- **Continuing self-development** – aim to continually thrive for self-development and participate in training and development activities ensuring you remain up to date with new laws and legislation relevant to your role

Accountant Person Specification

About you, the essential skills and personal qualities we are looking for

	Essential	Desirable
Skills and Education		
At the very minimum, must hold a Level 2 Foundation Certificate in Accounting accredited by the Association of Accounting Technicians (AAT) or a Foundations in Accountancy accredited by the Association of Chartered Certified Accountants (ACCA).	×	
Experience of Xero Accounting Software		×
Advanced education in the Associate Chartered Accountant and Chartered Institute of Management Accountant.		×
Must have a minimum of 1 years' experience in management or 2 years supervisory position		×
Experience of working within the tourism and leisure or hospitality industry.		×
Must have experience of working with and relevant company policies and procedures and a clear understanding of the importance of this within the business.	×	
Must have experience of supervising and managing teams		x
Can demonstrate extensive customer service experience to a very high standard.	×	
Can demonstrate working towards meeting deadlines	×	
Have strong attention to detail and strong ability to review own work and correct errors	×	
Understanding overall impact of their financial decision.	×	
Application of proven methods to common and uncommon accounting problems	×	
Strong operational planning with excellent communication skills to ensure tasks are completed.	×	
Personal Qualities		
Have excellent presentation skills – comfortable presenting plans, prioritise and developments to gain buy-in from the wider team.	×	
Flexible and adaptable to changing priorities. Resourceful and practical; able to “think on your feet” and solve problems quickly and effectively. Positive “can do” attitude.	×	
Excellent organisational and time management skills including the ability to work on multiple projects & situations simultaneously.	×	
Good team-working skills, calm and collected at all times with the ability to make final decisions where necessary.	×	
Ability to work under own initiative	×	
Strong attention to detail.		
Ability to work well in a team environment	×	
Interest and acumen in how a business runs	×	
Be a positive mentor and leader	×	
Have strong analytical skills	×	

Job Location and Hours

This role is fulltime, Monday - Friday, based in Hastings, East Sussex