



ROLE PROFILE

POSITION	Group Accountant – Training Role	GRADE	G6-G8
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	September 2020

PURPOSE OF ROLE	<p>Supporting the work of the F&P team and in particular working closely with the Head and Director of Finance to drive improvements within the systems and processes within the Group.</p> <p>Regular production of financial and performance related information and analysis across all aspects of the Group's business activities.</p>
------------------------	--

KEY ACCOUNTABILITIES

1. Working under the direction of the Head of Finance to support the monthly financial and performance reporting of the business
2. Reviewing and collating data in relation to variances and performance against budget and forecast for the Group
3. Working alongside the Head of Finance to improve the reporting of the Financial and Performance information to key stakeholders, including ensuring that the processes underpinning this are robust and efficient
4. Development and maintenance of the SUN Ledger System
5. Assisting in the consolidation and compilation of Group forecast and budget
6. Considering and advising on the impact of changing financial regulation and reporting requirement in relation to the draft statutory accounts for the Group and all subsidiaries
7. Support the development of a data driven finance team which contributes towards the ongoing delivery of the Corporate Plan
8. Support the Head of Finance and other Finance Team members in any ad-hoc queries or projects

GENERAL OBLIGATIONS

1. Represent the Group positively with all external agencies
2. Service and support the Group as requested
3. Establish, develop and maintain effective working relationships with all work colleagues
4. Ensure compliance with the Group Health and Safety policies and procedure
5. Continually promote equal opportunities and customer care in full compliance with Group policy and standards

REPORTING

- Reports to the Head of Finance

CONTACTS

Internal

- Board of Directors, Executive Management Team, Senior Leadership Team, Budget Holders and all Colleagues across the Group

External

- Customers, Customer representatives, Housing associations, Government Agencies, HMRC, Local Government, Solicitors, Suppliers

PERSON SPECIFICATION

POSITION	Group Accountant – Training Role	GRADE	G5 + (3-year training contract)
TEAM	Finance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	September 2020

QUALITY	ESSENTIAL	DESIRABLE
Personal Skills	<ul style="list-style-type: none"> • Demonstrate behaviours in accordance with Coastline’s values: <ul style="list-style-type: none"> ✓ Put our customers first ✓ Be open, honest and accountable ✓ Value each other ✓ Strive to be the best • Team player • Commitment to working with a customer service focused approach • Strong communication skills • Innovative and proactive attitude and willing to work proactively to deliver change 	<ul style="list-style-type: none"> • Commitment to social justice
Education & Qualifications:	<ul style="list-style-type: none"> • Degree qualified • Agreement to a training contract which leads to a recognised accountancy qualification e.g. ACCA, CIMA, CPFA, ICA 	<ul style="list-style-type: none"> • Degree at 2:1 or higher • Progress towards meeting professional qualification in accounting in both academic and practical experience

Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Two years in an Accounting or Finance Role • Experience of a computerised Ledger system • Experience of preparing regular management information • Excellent working knowledge of Microsoft Excel • Accounting Standards/concepts and Budgetary Control Procedures 	<ul style="list-style-type: none"> • SUN Ledger System maintenance • Training Finance Team members and non-finance managers • Costing Experience • Report writing for senior managers • Preparation and co-ordination of Annual Budgets and Forecasts • Experience in the preparation of statutory accounts • Dealing with Senior Managers and external customers
Job Related skills	<ul style="list-style-type: none"> • Attention to Detail and Accuracy • Sound analytical and numerical skills • Able to plan, prioritise and manage efficiently and flexibly • Good all round IT Skills • Self-motivated and pro-active in relation to team working 	<ul style="list-style-type: none"> • Ability to communicate successfully to senior staff and external bodies • Communicating financial concepts effectively to non-financial staff
Other	<ul style="list-style-type: none"> • Ability to act tactfully with discretion and confidentiality • Willingness to work flexibly in the interests of the Group • Satisfactory Basic DBS Check (undertaken by Coastline) 	<ul style="list-style-type: none"> • Able to undertake some national and regional travel