

Job Description

Job title:	Financial Accountant
Group:	Finance
Dept/Project/Service:	Finance
Reports to:	Group Financial Accountant
Responsible for:	Finance Officer
Usual office base:	Reading
Grade:	5

Job purpose:

To ensure the accuracy of the UK Charity Balance Sheet and compliance with internal control and statutory regulations. To provide support to the Group Financial Accountant with the preparation of Education Development Trust Group and Charity Statutory Accounts and the annual audit.

Job objectives:

1. Responsible for the overall accuracy of the UK Charity Balance Sheet working closely with the UK Commercial Finance Team and Transactional Processing Team. Review the preparation of monthly schedules of balances on all UK balance sheet control accounts to ensure all entries are current, valid and substantiated.
2. Responsible for the overall accuracy of the UK Charity Balance Sheet working closely with the UK Commercial Finance Team and Transactional Processing Team. Review the preparation of monthly schedules of balances on all UK balance sheet control accounts to ensure all entries are current, valid and substantiated.
3. Prepare a monthly overview report of the UK Charity Balance Sheet for review by the Group Financial Accountant summarising key movements and variances from the prior period, highlighting any areas of concern or discrepancies.
4. Review and approve all Balance Sheet reconciliations prepared by the Finance Officer, including authorisation of UK Charity bank reconciliations, intercompany reconciliations and other balance sheet control account reviews. Ensure internal control processes have been complied with.
5. Support the Group Financial Accountant with the preparation of the year end statutory accounts for Education Development Trust and UK Subsidiaries. Prepare specific group notes to the financial statements collating information from international subsidiary companies and liaising with local finance managers.

6. Responsible for preparing and collating assigned deliverables for statutory UK year-end audit ensuring these are accurately prepared and available on a timely basis.
7. Responsible for the preparation of the UK Charity quarterly VAT return, reconciling to the finance system and undertaking partial exemption, business/non-business and reverse charge adjustments whilst ensuring compliance with Making Tax Digital. Routinely monitor VAT control accounts to ensure transactions are valid and comply with HMRC rules ensuring errors are rectified on a timely basis
8. Act as the main contact for the provision of information to the Corporate Governance team in order to comply with statutory and reporting requirements. To include preparing information for annual insurance premium renewals and National Statistics government reporting.
9. Support the Group Financial Accountant on training of finance and non-finance staff and documenting processes and procedures.
10. Undertake the performance review of Finance Officer and support them in their professional development in line with the company's staff review process.
11. Carry out other such activities as agreed with the Group Financial Accountant and General Accounting and Statutory Reporting Manager

Scope: Whilst a significant focus of the role will be on the UK Financial Accounting, the post holder will need to be able to advise and monitor financial accounting activity on a global scale and identify areas for improvement.

Person specification:

Knowledge

Essential:

- Qualified Accountant - ACA, ACCA, CIMA
- A thorough understanding of financial accounting concepts and standards

Experience

Essential:

- Experience of preparing statutory accounts applying the relevant accounting standards
- Proven experience of assessing areas of concern or areas for improvement and ensuring these are actioned
- Experience of conducting analytical reviews to interpret financial information
- Good knowledge of UK VAT

Desirable:

- Previous use of Business World (formally Agresso)
- Experience of preparing complex UK VAT returns

Skills

Essential:

- IT literate including MS Office
- Advanced excel skills
- Ability to work to tight deadlines in a pressurised environment and manage changing priorities
- High level of accuracy and attention to detail
- Strong interpersonal skills
- Able to display initiative and act on this when needed
- Positive 'can do' attitude

Competency Band: 3

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering excellent service	Responding to change
Integrity - Supporting and Building Trust	Follow through responsibilities	Communicating with impact and empathy
Accountability - Delivering and Improving	Delivering value for money	Continually improving
Collaboration - Engaging and Partnering	Making effective decisions	Engaging others to achieve goals

Job Family: Finance

Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure and Barring Service.