

JOB DESCRIPTION

1. JOB DETAILS

JOB TITLE	Accounting Technician – Maternity Cover 18 Months
REPORTS TO	Assistant Director of Commercial Finance
DIRECT REPORTS	None
HOURS	37 hours per week - Monday-Friday
TEAM	Finance
LOCATION	Flexible within Creating Enterprise
SALARY DETAILS	£22,500

2. PURPOSE

To provide a financial management system covering all areas of Commercial Services that enables the Assistant Director of Commercial Finance to produce a full set of management accounts.

To reconcile and produce monthly (and/or as required) management accounts on various business streams as directed by the Assistant Director of Commercial Finance.

3. DIMENSIONS Scale & Diversity

Creating Enterprise, a subsidiary of Cartrefi Conwy Housing Association, provides a range of property maintenance services to private sector organisations, local authorities and social landlords throughout North Wales. Approximate turnover per annum will be up to £10m.

4. MAIN ACCOUNTABILITIES

Management Accounts and Financial Statements

To assist in the preparation of monthly accounts

To provide basic transactional accounting services

To input data into and maintain the accounting system

To assist the Assistant Director of Commercial Finance with planning and budgetary control

To prepare and check ledger balances and other monthly and yearly accounts.

To provide income and expenditure information to the Assistant Director of Commercial Finance on a monthly basis

To prepare and input monthly accruals and prepayments

To provide ad hoc management reports

Construction Industry Scheme, Tax & Vat

To prepare, reconcile the monthly CIS returns and submit the monthly Government Gateway online return

To assist with the monthly Vat Return and annual Corporation Tax Return ensuring the Vat on expenditure and income is correctly recorded

Cashbook

To reconcile the cashbook on a regular basis and provide the Assistant Director of Commercial Finance with the daily bank balance

To prepare a monthly cash flow forecast and maintain other banking arrangements, for example, credit card payments

Accounts Payable

To maintain a rigorous and efficient processing and administrative system to achieve the following:

- Match purchase orders, goods received notes and invoices

- Code invoices ensuring both cost centre and expense codes are correct

- Ensure approved invoices are compliant to company policies

- Log and authorise invoices on supplier accounts

- Timely resolution of invoice queries

- Reconciliation of supplier statements

- Administering of the weekly payment run

Accounts Receivable

To raise Sales Ledger invoices on a timely basis

To contact debtors regarding overdue debts

To send out monthly debtor statements

To resolve any Sales Ledger invoice queries

Other

To carry out any other duties within the individual's skills capacity

5. CORPORATE ACCOUNTABILITIES

To actively support the overall delivery of Creating Enterprise's objectives to provide an excellent, innovative and truly customer focused service.

As a representative of Creating Enterprise, to, promote and maintain a positive attitude and image at all times.

To positively promote Creating Enterprise's values; constructively challenging traditional ways of working, contrary behaviour or comments.

To ensure feedback is actively sought in order to inform service improvement for customers and develop more efficient and effective ways of working.

To ensure compliance with Creating Enterprise's Standing Orders, policies and procedures.

To support the development, review and implementation of policies and procedures, in particular of:

- Health, safety and welfare initiatives
- Creating Enterprises' principles on Equality and Diversity
- Risk management initiatives
- Performance management practices

To utilise ICT technology and systems effectively by developing appropriate skills, adopting efficient business processes, and maintaining data securely and accurately.

To work collaboratively where required

6. WORK CONTEXT (environment, type of equipment)

The post holder is office based. The regular use of ICT systems and technology is an essential

requirement of this post

7. AUTONOMY AND DECISION-MAKING (limits and freedoms)

Work is typically self-paced. The post holder has the flexibility to decide what order tasks are done, however, all tasks will be expected to be completed to deadline or by priority set.

8. COMMUNICATIONS (the main communications that take place, frequency, purpose and method)

INTERNAL	Managers, supervisors and colleagues of Creating Enterprise and Group Cartrefi on a daily basis via email, telephone/ written communication and face to face.
EXTERNAL	A range of stakeholders, external partners and contractors via email, video calls, telephone/written communication and face to face.

9. AREAS OF COMPLEXITY (what provides most stretch)

Prioritising a busy workload with, at times, conflicting priorities. Meeting the needs of a growing and changing company by demonstrating flexibility and openness to adapt.

10. AGREEMENT

Job Holders' Signature:

Date:

Line Managers' Signature:

Date:

Creating Enterprise are committed to Equality and Diversity in our activities

PERSON SPECIFICATION

Accounting Technician (CE)

KNOWLEDGE & EXPERIENCE	Essential / Desirable	How this will be assessed
Completion (Level 3 or above) of the Association of Accounting Technicians qualification	Essential	Application
Previous experience of working in a construction industry accounts environment	Highly Desirable	Application / Interview
Previous experience of working to tight deadlines and prioritising work accordingly	Essential	Interview
Previous experience of manipulating data and preparing basic reports	Highly Desirable	Application / Interview
Previous experience of office administration including data input and retrieval from bespoke IT systems.	Essential	Application / Interview
A working understanding of Financial Regulations	Highly Desirable	Interview
Experience of working with external clients	Essential	Interview
SKILLS		
Microsoft Office skills: Word (Basic), Excel (Intermediate), Outlook (Basic)	Essential	Ability Test
Excellent numeracy skills	Essential	Ability Test
Excellent organisational skills and attention to detail	Essential	Interview
Welsh Language Skills	Desirable	Interview
Excellent interpersonal and customer service skills	Essential	Interview
Ability to identify / suggest new ways of working	Highly Desirable	Interview
Ability to demonstrate leadership skills by showing Initiative and enthusiasm	Highly Desirable	Interview

Creating Enterprise are committed to Equality and Diversity in our activities