JOB DESCRIPTION – ASSISTANT FINANCIAL ACCOUNTANT

Job title	Assistant Financial Accountant
Service/Department	Financial Control Team
Sector/Function	Finance
Reports to (Job title)	Financial Accounting Manager
Grade	3
Job purpose	To assist the Financial Controller in ensuring that the business receives a robust set of financial reports each month, that all statutory and regulatory reporting requirements are met across all Turning Point legal entities, and funds are always available as required.
Key accountabilities	• **Financial Reporting:** a) Prepare monthly balance sheet and cashflow, and associated commentary, as part of the management accounts packs for all group entities. b) Prepare reconciliations of all Balance Sheet accounts as per the prescribed deadlines. c) Prepare cashflows reports for internal and external stakeholders. • **Setting Financial Targets:** Prepare the fixed assets budget and forecasts and send to the Corporate Accountant. • **Variance Analysis:** a) Review the consolidated monthly management accounts packs for all group entities and provide detailed balance sheet and cashflow analyses and explanations for the Financial Accounting Manager. b) Validate and communicate any significant balance sheet and cashflow risks and opportunities to the Corporate Accountant. c) Make recommendations for remedial operational and financial action, facilitating resolution where appropriate. • **Income and Expenditure – Accrued and Deferred:** a) Post and reverse prepaid expenditure. b) Post and release deferred income. • **Barclaycard Administration and Month-end:** a) Process all requests for new cards, changes and cancellations b) Provide system support to all cardholders c) Extract monthly transactional reports and post to ledger d) Extract monthly accrual data and post to ledger • **Data Management and Integrity:** a) Ensure General Ledger journals, cash and capital transactions are accurately recorded in the appropriate legal entities. b) Ensure accuracy and validity of General Ledger master data. c) Maintain robust document management records as per the appropriate governance policies. • **Tax and VAT:** a) Prepare VAT returns for appropriate legal entities. b) Provide analysis for Corporation Tax returns.

	c) Deal with or escalate VAT queries and issues. • **Cash Management, Treasury Management and Cashflow Forecasting:** a) Daily liaison with banks. b) Identify, calculate and process daily investments. c) Update daily cash position. d) Prepare regular cashflow forecasts. e) Reconciliation of all bank and investment accounts. f) Approve Direct Debit and Standing Order requests. g) Post daily income receipts to relevant debtor. • **Decision Support:** Point of contact for providing ad-hoc guidance regarding generic financial issues which fall outside current financial processes and procedures, and co-ordinate any agreed actions. Escalate if required. • **Capital Expenditure (Including Systems):** a) Validate and scrutinise all Capital Expenditure requests. b) Update the Fixed Asset Register, including all depreciation and amortisation as per the defined policies. • **Payments – Process Payroll Payments, and BACS Payments for Suppliers, Barclaycard and Expenses:** Ensure BACS payments, internet banking and ad-hoc payments are authorised, co-signed and made as required. • **Payroll:** a) Process and reconcile the payroll into the Finance System. b) Ensure payments relating to payroll deductions are accurate and made on time. • **External Reporting:** Assist in the preparation of all external reports including statutory and regulatory requirements. • **Audit –External:** Provide reports and information as required by external auditors. • **Pensions:** a) Process all payments in relation to the Pension Scheme. b) Provide monthly cash analyses to the actuaries c) Reconcile the tax account d) Send monthly bank statements, and other information as required, to the Trustees. • **Policies and Procedures:** Review and revise financial policies and procedures to ensure they are effective and efficient. • **Risk and Internal Control:** Identify and communicate any key risks and opportunities regarding balance sheet and cashflow, taking effective action in the event of non-compliance and escalate if appropriate.

Dimensions	No. of direct reports	0
	Total staff overseen	0
	Internal contacts	Budget holders, Finance Team
	External contacts	HMRC, Companies House, HCA, Charity Commission, Pension Fund Trustees, Commissioners, Loan Providers, Banks, Internal

		and External Auditors
	Planning timescales	Annual
	Nature of problems solved	Financial, technical, statutory, regulatory, audit, budgeting, forecasting, transactional
	Financial authority limits	TBC