
JOB DESCRIPTION

Lead Accountant

Line manager	Group Accounting and Reporting Manager
Directorate	Finance & ICT
Team	Finance

KEY INFORMATION

Job title	Lead Accountant		
Location	Hybrid - Midlands / East of England with travel across our geography as required	Line manager	Group Accounting and Reporting Manager
Salary	Up to £56,100 per annum	Directorate	Finance
Hours	36.25	DBS requirement	N/A

MAIN PURPOSE OF JOB

To assist the Group Accounting and Reporting Manager with providing a financial service that meets the business needs of the Group; in relation to delivery, continual improvement, and monitoring, including the representing the department in a Group-wide, cross-divisional setting.

This includes day-to-day accounting for Group companies, ensuring all responsibilities are undertaken and deadlines met in respect of provision of information for audit purposes and internal and external stakeholders.

CORPORATE TASKS

- A) Contribute to the overall operation of the Group. Help to deliver the corporate vision, values and key messages and promote the effective corporate working of the organisation.
- B) Contribute to the operational plans for the Finance service ensuring that key objectives are met. Aid continuous improvement and service success.
- C) Be responsible for the Group's compliance with all necessary legal requirements commensurate with this role to minimise or alleviate risk.
- D) Represent the Group with internal and external stakeholders, attending meetings, training and conferences as necessary.
- E) Champion the Finance department through continually improving processes and outcomes for staff and customers.
- F) Identify opportunities to grow and develop services, considering Value for Money in all actions.
- G) Play an active role in a high-performing, highly engaged colleague team, promoting a culture of excellent customer service.

GENERAL REQUIREMENTS

1. To possess good IT skills and be committed to improving skills in this and other areas through continuing training and development
2. To demonstrate and champion the values and behaviours of the Group.
3. To work within all Group policies and procedures, providing a high-quality service and to always have a high regard for the Equality and Diversity Policy.
4. To ensure that data for which you are responsible is accurate and up to date and stored in accordance with the Group's information management procedures.
5. To respect confidentiality at all times and abide by the requirements set out in the General Data Protection Regulations and Data Protection Act 2018.
6. To observe all of the Group's Health and Safety policies, procedures and processes and take all reasonable care to promote health and safety for all.

KEY TASKS AND RESPONSIBILITIES

Accounting and Financial Reporting

- To keep abreast of changes in Financial Reporting Standards and emerging accounting issues, and how they may affect the Group.
- Technical support for the department on issues around Financial Reporting Standards, the Housing SORP and accounting queries. As part of this, making recommendations to the Director of Finance on accounting treatment.
- Annual review of the Group's accounting policies, ensuring they remain relevant and compliant.
- Provide hands on support for the month-end process and responsible for delivering the management accounts in a timely and accurate manner, with value added commentary for budget holders.
- Support the Director of Finance and Group Accounting and Reporting Manager in ensuring the Group's financial statements are produced on time and to a high quality.
- Ensure information and appropriate supporting commentary is produced on a timely basis to allow senior team members to review prior to submission to the regulator, lenders, and other stakeholders.
- Responsible for the preparation of draft financial statements for Teetotal Homes, Pondersbridge, Hollymoor and other entities as required.

Budgeting and Forecasting

- Support the co-ordination and production of the annual budget and quarterly forecast outturns in line with the agreed timetable.
- To support the review budget and forecast submissions and supporting papers.
- To support with the consolidation of the budget, to link in with the Annual Business Plan and reconciliation to data included within Brixx.
- To ensure the budget and forecast working papers are produced to a high standard, showing a clear audit trail on the underpinning assumptions.

Team

- Shared line management responsibility for the Accounting and Financial Reporting Team; including undertaking 1-2-1s and performance appraisals.
- Responsible for team performance and developing the Accounting and Financial Reporting Team; ensuring that each team member is fully performing their role and responsibilities as detailed within their individual job descriptions. This will involve continual review of team training needs and arranging and delivering training.
- Responsible for developing a customer-focused culture across the Accounting and Financial Reporting Team; including role flexibility within the team, working together to meet the business needs of the Group, and delivering a high-quality Finance service.
- Maintain the consolidated monthly accounts monitoring timetable, responsibility for monitoring and coordinating the completion of team tasks.

Other key tasks and responsibilities

- Support the Group Accounting and Reporting Manager through the annual audit process ensuring that working papers are provided to the external auditors on time and to a high standard.
 - Ensure that all internal audit requirements which are identified in your area of responsibility are carried out within the pre-determined timescale.
 - Review, update and maintain policies, procedure guides and processes, ensuring the best use of resources, efficient use of ICT systems and demonstrating that process are adding value.
 - Work with the Accounting and Financial Reporting Team and wider Finance department to improve process and make efficiencies within Finance and the wider business.
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OUR VALUES

Guided by our core set of shared values, our vision is to improve the lives of our customers and communities. Our values, which are at the heart of everything we do, were created by our colleagues, who help to deliver the excellent services we provide.



In it Together

We stand together as one team with one vision to make a difference to people's lives. Forms working relationships with others inside and outside the organisation and openly promotes and values diversity



Heartfelt Service

Everything we do shows we care deeply about our customers and colleagues. Ensures the delivery of service meets customer requirements both internally and externally.



Own it

We do what we say we do to the best of our ability with pride and passion. Communicates with others using techniques appropriate to the situation and uses skills to build and maintain relationships.



Pushing the Boundaries

We strive for excellence constantly looking for fresh ways of doing things. Looks for new ways to improve working methods and initiatives to carry the organisation forward



Fun and Fair

We work hard, enjoy it and treat everybody equally with respect and honesty.

ADDITIONAL DUTIES CLAUSE

The above does not constitute an exhaustive list of duties. The post holder may be required to perform any reasonable tasks commensurate with the level of responsibility at the request of their manager. Duties may vary as and when localised procedures are updated or renewed with varying local authorities that Longhurst Group works with. Longhurst Group reserves the right to alter the content of this job description to reflect changes to the organisation or the services it provides.

Creation Date:	November 2023
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Review Date:	November 2026
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To be reviewed as part of the Job Description review process

Person Specification**Lead Accountant**

The Values outlines the key expectations of all Group colleagues. Used together, the Person Specification our Values will ensure new employees will exhibit the competencies required for this role. All our opportunities will be assessed through application to interview.

Essential Criteria

Hold a full ACCA, ACA or CIMA qualification and undertaking active CPD.

Experience of processing and organising large quantities of data.

Knowledge of Microsoft Office products, specifically Outlook, Excel, and Word.

Be adaptable, flexible, and resourceful.

Ability to work in a team and show honesty and openness.

Have previous, strong line management experience.

Excellent organisation skills including time management and an ability to adhere to strict deadlines.

Create and utilise Excel spreadsheets at an advance level.

A respect for confidentiality.

Willing to admit mistakes and work to rectify them, without apportioning blame.

Able to demonstrate an awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.

Promotes equality of opportunity for all people as employees or customers.

Promotes an environment where everyone can thrive and reach their potential.

Recognises and values the diversity of the communities where the organisation works.

Desirable Criteria

Understanding or knowledge of the sector Statement of Recommended Practices.

Date of Issue	
Employee Name	
Signed by Employee	
Date signed	