

Job Title:	Senior Financial Accountant	Function:	Finance
Reports To Manager:	Head of Financial Accounting	Job Family:	Support & Professional
Date:	January 2025	Band:	6

Purpose: Responsible for leading and maintaining robust accounting processes and procedures for month-end account production, identifying opportunities to make improvements, implementing changes, and ensure adherence to statutory and governance requirements. To support PDSA's purpose of keeping people and pets together when times are tough.

Responsibilities	Performance Measures	Organisational Skills & Values
<ul style="list-style-type: none"> Working with colleagues across the Business Partnering and Financial Accounting teams, take the lead on delivery of the month-end timetable in accordance with agreed deadlines. Play a primary role in reviewing and streamlining the month-end accounting process, ensuring that controls and processes remain robust and proportionate. Co-ordinate the month-end closedown process, ensuring that all activities are completed by agreed deadlines. Identify and implement improvements to processes, systems, and workflows to enhance the effectiveness of financial accounting and reporting and maintain a culture of continuous improvement Co-ordinate the budgeting and forecasting process, ensuring that delivery is in line with timetable. Oversee PDSA's tax obligations including quarterly vat returns, corporation tax and PAYE. Play a primary role within the statutory year-end accounting process, ensuring that all financial analysis, working papers and supporting information is maintained ahead of the external audit, and to proactively identify inaccuracies or areas where further work is necessary. To work with the HOFA on the successful delivery of the statutory accounts, together with schedules and supporting documentation as per agreed deadlines. Act as a key point of contact with the external auditors, PDSA's bank, HMRC and internal stakeholders across the business in the successful discharge of the financial accounting team's objectives. Be a super-user user of our core finance systems (Microsoft Dynamics BC and Compleat) to ensure the smooth discharge of obligations and to identify system development opportunities. Proactively review policies, procedures, and processes across the financial accounting function, recommending changes, sharing best practice, and developing improvements. Take responsibility for the management of PDSA's Treasury function, ensuring that donor direct debits, standing orders, and Gift Aid claims are collected accurately and in accordance with regulatory requirements, and that banking arrangements remain appropriate and proportionate. Work with the Purchase Ledger team to develop and streamline processes and approaches, harnessing finance systems functionality and automation to deliver obligations effectively and efficiently. Complete statutory returns and support the HOFA in statutory reporting and compliance as required. Provide audit lead schedules. Compliance with all PDSA policies and procedures. 	Dimensions	Role-specific knowledge & skills
	<ul style="list-style-type: none"> Accuracy and timeliness of financial reporting and compliance submissions. Effective management of cash flow and investment portfolios. Appropriate and robust financial controls in place Accuracy of I&E and Balance Sheet accounts and analysis Successful completion of audits with minimal findings Timely submission of tax returns ENPS scores in line with expectations. Operate in line with departmental SLA's. <ul style="list-style-type: none"> Direct Reports: 7 Indirect Reports: 0 Budget: 0 Internal Contacts: Finance team, divisional operational teams at sites and divisional management/ directors. Internal audit. IS development and infrastructure teams. External Contacts: external audit, HMRC, PDSA bankers, Payroll, Suppliers and Customers. 	<p>Essential</p> <ul style="list-style-type: none"> Qualified Accountant / passed finalist with recognised body (CIMA, ACCA, ACA), with significant financial accounting and treasury management experience. High proficiency in Excel and data management. Strong working knowledge of UK GAAP, Charity SORP, and relevant tax regulations Proven ability to deliver a year-end closedown and with external auditors and complete audit. Excellent analytical, problem-solving abilities. Working knowledge of taxation and business compliance matters. Purchase ledger and sales ledger experience. <p>Desirable</p> <ul style="list-style-type: none"> Experience with financial systems implementation and process improvement initiatives.
Approved By: People Operations		Date: January 2025

