



## JOB SPECIFICATION

**Job title:** Assistant Accountant

**Responsible to:** Senior Accountant

**Purpose:** As part of the financial reporting team, you'll provide support and assist with management and financial accounting to the business. You'll primarily be assigned to a specialism (customer operations, property services, property investment, development, central services) where you'll report to the Senior Accountant and support them and the wider team.

The role requires a strong analytical ability able to work independently in reviewing actual performance, preparing and processing accounting journals, and working with the team to ensure all accounting transactions are processed, deadlines and monthly reporting timetable met.

Being a strong team player is crucial, willing to work alongside a team of like-minded outcome focussed people, willing to work as directed to deliver a quality financial reporting service. Key to success will be your ability to foster good relationships with the financial reporting team, wider finance team colleagues and operational colleagues in order to provide support/financial information.

**Location:** Portsmouth/Smart working

Key Areas	Description	Performance standards are satisfactory when:-
Year End accounts and Audit	<ul style="list-style-type: none"><li>To support the production of statutory accounts for VIVID and support the team in the production of the Group accounts in accordance with the Company reporting timetable, statutory requirements and accounting best practice.</li><li>To support with internal and external auditors as required.</li></ul>	<ul style="list-style-type: none"><li>Statutory accounts are completed within deadlines and all regulatory deadlines are met.</li></ul>
Financial Reporting, Budgeting & Forecasting	<ul style="list-style-type: none"><li>To support the budget setting process for VIVID, working with Management/Financial</li></ul>	<ul style="list-style-type: none"><li>The Executive and Board has sufficient financial information to effectively manage the business as</li></ul>

	<p>Accountants and Senior Accountants to prepare, review and distribute financial information to the business and assist in collating budget proposals.</p> <ul style="list-style-type: none"> <li>• Support a full contractor accounting function for the repairs business, working with Management Accountants, the Heads of Service, Managers and staff as required to correctly account for all work undertaken.</li> <li>• Play a key role in maintaining effective financial records ensuring income, expenditure, assets and liabilities are properly recorded in accordance with good accounting practice</li> <li>• Preparation of monthly reporting and ad-hoc analysis for Heads of Service, Managers, Senior Accountants and the Finance Business Partner</li> <li>• Analysis and investigation of budget variances, identifying appropriate actions to correct underperformance and reporting to senior management</li> <li>• Complete monthly balance sheet reconciliations as directed, ensuring that reconciling items are cleared promptly.</li> <li>• Ownership and responsibility for resolving repairs interface errors / reconciling certification interfaces and liaising with transactions/repairs admin teams where necessary</li> </ul>	<p>well as reporting performance (positive and negative).</p> <ul style="list-style-type: none"> <li>• Monthly and quarterly management accounts are issued, with variance analysis and commentary to meet business needs</li> <li>• Annual budget is delivered and approved by the Board</li> <li>• Updated forecasts are produced</li> <li>• Month end balance sheet reconciliations are completed.</li> <li>• Management accounts deadlines are met.</li> <li>• Budget-holders understand the information they are being provided with and have an opportunity to discuss the accounts and associated financial reporting at monthly accounts meetings</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ownership and responsibility for consolidated invoicing tasks and processes such as material supplier cost allocations and unapproved invoice coding</li> <li>• Support the Senior Accountant and wider Financial Reporting Team with ad-hoc tasks, data cleansing, spreadsheet building, report writing, problem-solving and dealing with ebis helpdesk queries.</li> </ul>	
<b>Team</b>	<ul style="list-style-type: none"> <li>• As part of the Financial Reporting team, adopt a team culture which is effective, efficient, professional and corporate</li> </ul>	<ul style="list-style-type: none"> <li>• Our teams display corporate and professional behaviours that drive us forward.</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Ensure adherence to duties in relation to Equality and Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration of behaviours which best support equality and diversity within the workplace</li> </ul>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Ensure the highest standards of health and safety are maintained in all areas</li> <li>• Take care of your own safety and that of others who may be affected by what you do (or do not do)</li> </ul>	<ul style="list-style-type: none"> <li>• There is a great Health and Safety culture across the department</li> <li>• You personally adopt behaviours which adhere to all Health and Safety policies and practises</li> </ul>

## Person Specification

Qualifications	<ul style="list-style-type: none"> <li>GCSE Maths and English or equivalent</li> <li>Accounting Degree or Full AAT/ATT (or similar)</li> <li>Part/fully qualified or working towards (CIMA/ACCA/ACA/CIOT)</li> </ul>	E E D
Knowledge & Experience	<ul style="list-style-type: none"> <li>Current Accounting Standards</li> <li>Current SORP</li> <li>Experience of delivering organisation-wide projects</li> <li>Experience of working within finance</li> <li>Experience of working within a complex or changing organisation</li> </ul>	D D D E D
Skills	<ul style="list-style-type: none"> <li>Strong analytical ability</li> <li>Proficient in all Microsoft office applications</li> <li>Ability to challenge performance and drive continuous improvement</li> </ul>	E E E
Personal Qualities	<ul style="list-style-type: none"> <li>Sharing VIVID's desire to succeed and wanting to play a key role in that growth</li> <li>Dynamic and passionate with an ability to work on own initiative</li> <li>Comfortable with change, welcoming it as an opportunity to grow</li> <li>Commitment to continuous professional development of self and others</li> <li>Able to live our values</li> </ul>	E  E E E  E
Other	<ul style="list-style-type: none"> <li>Ability to work to tight deadlines</li> <li>A clear commitment to equal opportunities in both employment and service provision</li> </ul>	E E