

<b>Job title</b>	<b>Assistant Accountant</b>		
<b>Job family</b>	<b>Finance</b>	<b>Band</b>	<b>B</b>

<b>Job purpose</b>
To undertake the processing of financial transactions, resolution of queries and to deliver continuous improvements in process across finance operations. To utilise appropriate and effective cost and risk management controls.

<b>Key responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>• Provide reporting and analytical service including advice on financial and business policies and processes to all stakeholders; to deliver value for money.</li> <li>• Ensure that all accounts are reconciled and discrepancies investigated.</li> <li>• Identify and report all risks.</li> <li>• Provide advice to colleagues on relevant processes, policies and procedures.</li> <li>• Identify and recommend improvements to internal controls, processes and methodologies.</li> <li>• Ensure compliance with all regulatory and internal control requirements.</li> <li>• Ensure that all costs are properly authorised and all invoices are properly certified</li> </ul>

<b>Knowledge, skills, training and experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a finance function in a complex matrix organisation.</li> <li>• Developing and maintaining effective working relationships.</li> <li>• Good verbal communication skills and ability to deal tactfully and assuredly with all stakeholders.</li> <li>• Knowledge of the theory and practical application of accounting principles and controls.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Accounting qualification (full or part) e.g. AAT or equivalent, or willing to consider further study as appropriate.</li> </ul>

<b>Job impact</b>
<p><b>Decision making</b></p> <ul style="list-style-type: none"> <li>• Financial: No budget responsibility</li> <li>• Reports: No direct or indirect reports</li> </ul> <p><b>Scope</b></p>

<b>Other information</b>
<b>For Reward team use only</b>
Job Code

Definition:	Content / Content Support / Support
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*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*