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| **Role title:** | Assistant Accountant | **Responsible to:** | Financial Reporting Manager |
| **Division:** | Finance, Strategic Planning & Corporate Services | **Department:** | Finance |
| **Direct Reports and Level:** | N/A | **Scope:** | MPS UK and International |
| **Scale:** | N/A PeopleN/A BudgetN/A income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core | **Role Family** | Technical |

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| **Overall Role Purpose** |
| The Assistant Accountant will play an active role in the Finance division, providing comprehensive and efficient support across various aspects of day-today accounting such as; preparing month end journals and related reporting; completing monthly bank and balance sheet reconciliations; maintaining the Group’s fixed asset registers and; conducting regular control checks for key systems and processes in order to ensure the business remains legally compliant and able to effectively support other functions across the Group. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational*** Support the delivery of the Finance strategy to plan, cost and quality.
* Complete the monthly and annual financial accounting processes (accounts integrity, fixed assets, tax, month end and year end processing) within the organisation, ensuring timely processing and completion in line with established governance timeframes.
* Contribute to various parts of the MPS budget, as required, (bank charges, depreciation etc) ensuring timely processing and completion in-line with governance timeframes.
 | * Corporate strategic priorities vs Plan
* Delivery of divisional plan vs Plan
* Delivery of projects to plan
 |
| **Financial*** Manage all financial accounting transactions and tasks requested by the Finance division, in accordance with policy, and ensure those which incur costs comply with all Financial Controls.
* Support the production of metrics from organisational data sources to inform business decisions and actions which result in a measurable improvement in business performance and trends.
 | * Operational budget vs Plan
* Policy compliance audit results
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| **Member*** Monitor emerging finance risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group.
* Provide support to the Finance division to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with associated policies.
 | * Net promoter score
* Policy compliance audit results
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| **People*** Take personal accountability for own training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and comply with all governance, policy standards, and processes.
 | * Delivery of Personal Development Plan to Plan
* One-to-one / performance review meetings vs Plan
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| **Risk*** Contribute to an environment where all colleagues in Finance recognise the importance of risk identification and risk management.
* Identify and report risks and issues identified within Finance, and across MPS, to enable resolution and mitigation of potential impacts on MPS, members and colleagues.
 | * Risk & Control Self-Assessments
* Audit actions
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| **Responsibilities (RACI)** |
| Work with the Financial Reporting & Control team, and other stakeholders, to deliver the annual financial statements for all Group entities. Hands-on support to the Finance Business Partners to ensure correct allocation of cost and appropriate treatment of transactions.Work with the wider Finance Division to ensure that reporting requirements, both internal and external, are met within relevant deadlines.Undertake other duties and tasks that from time–to-time may be allocated which are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * N/A
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking  |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * AAT qualification (or similar) or working towards.
 | * Highly numerate
* Excellent attention to detail
* Excellent written communication skills
* Good I.T. skills including a strong working knowledge of Word, Excel, Outlook and Powerpoint
* Strong analytical skills
* Strong inter-personal skills.
 | * Experience of working in a similar role as part of a finance team is essential
* Significant previous experience of production of reconciliations including identifying and resolving the resulting queries, with experience of large bank reconciliations
* Accounting for fixed assets
* Involvement in the improvement of systems and/or processes.
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| **Desirable** | * Operating within a service industry.
 | * Working with CODA
* Knowledge of investment accounting.
 | * Accounting for investments
* Involvement in the budget process.
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