

ASSISTANT ACCOUNTANT

JOB DESCRIPTION

SALARY	£22,000 - £25,000
LOCATION	Leeds or London
WORKING PATTERN	Full time (37.5 hours per week), Hybrid
DEPARTMENT	Finance, Strategic Planning & Corporate Services

PURPOSE

The Assistant Accountant will play an active role in the Finance division providing comprehensive and efficient support across various aspects of the day-to-day accounting such as completing monthly balance sheet reconciliations, maintaining the Group's fixed asset registers, preparing statutory returns for local and overseas sales taxes and conducting regular control checks for key systems and reporting in order to ensure the business remains legally compliant and able to effectively support other functions across the Group.

ACCOUNTABILITIES & RESPONSIBILITIES

Operational

- Support the delivery of the Finance strategy to plan, cost and quality.
- Support 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.
- Support the production of the various parts of the MPS budget as required (bank charges, capital expenditure, depreciation etc) within the Finance division ensuring timely processing and completion in line with governance timeframes.

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 results in a measurable improvement in business performance and trends.

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.

People

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- 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.

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 impact on MPS, members and colleagues.

Other

- Working with the Financial Accountant, Group Financial Controller and other stakeholders to deliver the annual financial statements for all Group entities as well as for the pension scheme.
- Hands on support to the Finance Business Partners to ensure correct allocation of cost and appropriate treatment of transactions.
- Working with the wider Finance Division to ensure that reporting requirements, both internally and external, and deadlines are met.
- Undertaking other duties and tasks that from time-to-time may be allocated to the role holder that are appropriate to the level or role.

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PERSON SPECIFICATION

Knowledge & Qualifications

- AAT qualification or working towards (or similar)
- Operating within a service industry (*)

Skills

- 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
- Coda is desirable as is knowledge of investment accounting (*)

Experience

- 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 is an advantage
- Accounting for fixed assets (*)
- Accounting for investments (*)
- Calculation of sales taxes payable (e.g. VAT) (*)
- Production of year-end tax packs (*)
- Involvement in the budget process (*)
- Involvement in the improvement of systems and/or processes (*)

All points marked with (*) are desirable and are not essential to the position.

We welcome applicants from all backgrounds, and we encourage you to apply even if you feel you do not match 100% of the technical requirements. Medical Protection Society prides itself in being a collaborative, forward-thinking and inclusive employer where everyone can be themselves and embrace each other's unique individuality, background or heritage.