

Job Profile and Specification

Job Profile	
Job Title:	Company Accountant
Location:	Music Institute, Dunfermline
Reference:	FSLT00370
Responsible To:	Head of Finance & Governance
Salary:	FC9 £38,312 - £46,065 Pay Award Pending
Closing Date:	16 th October 2022
Interview Date:	25 th October 2022
Job Purpose:	<p>To provide financial and commercial support to Management Teams and Directors including the management reporting, preparation of the budgets and forecasts and financial analysis on all aspects of the business</p> <p>This is an operational and strategic role. The post holder will be tasked with ensuring the effective management of the finance function, including forecasting, reporting and budgeting. The post holder will be responsible for ensuring that appropriate financial systems are in place to maximise efficiency while making sure that systems and processes are in line with business and regulatory requirements.</p> <p>The post holder will have an understanding and experience of the challenges presented by working across a multi-site and multi-functional organisation with a strong customer services focus.</p>
Responsibilities Include:	<ul style="list-style-type: none"> • Prepare information for the final accounts and the production of all disclosed information on capital expenditure, income and expenditure accounts and reserves needed to ensure that accounts are prepared to final trial balance • In conjunction with the Company's contracted financial advisors, assist with the preparation of annual accounts ensuring compliance with relevant Company and Charitable legislation and completion of all statutory and statistical returns • Liaise and work in conjunction with the Company's contracted external auditors and internal auditors regarding issues relating to the financial activities of the Company • Ensure in respect of all the Company's financial transactions there is compliance with the legislative and regulatory requirements governing Companies, Charities and Trustees • The preparation, in consultation with managers of budgets, their construction, analysis, monitoring and risk assessment • Provide a regular, effective and comprehensive financial monitoring service for managers and reporting to the Board.

	<ul style="list-style-type: none"> The preparation of financial reports and project evaluations for the Chief Executive, the Executive Management Team, the Board of Directors and Centre Management Teams
	<ul style="list-style-type: none"> The preparation of management accounts, reconciliations, journals, pre-payments, accruals and period end processing
	<ul style="list-style-type: none"> The completion of submissions in respect of Corporation Tax (with assistance from the Company financial advisors) and VAT (partial exemption) returns and provision of advice to operational managers
	<ul style="list-style-type: none"> Liaising with the Company's contracted external tax advisors in ensuring taxation compliance
	<ul style="list-style-type: none"> Compliance with treasury management policies and preparation of treasury and cash flow statements, bank reconciliations and cash flow forecast
	<ul style="list-style-type: none"> Contribute to the preparation and monitoring of project and investment initiative and corresponding preparation and submission of claims for funding
	<ul style="list-style-type: none"> Contribute to the delivery of effective systems, processes and controls to support the growth of the business
	<ul style="list-style-type: none"> Ad hoc exercises in relation to capital expenditure, planning and option appraisal
	<ul style="list-style-type: none"> Contribute towards budget saving exercises including the preparation and presentation of reports for Executive Management Team, the Board of Directors and Operational Management Teams
Other Duties:	The Jobholder may be required to perform duties appropriate to the job, other than those given in the job profile. The particular duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not, therefore, justify reconsidering the grade of the job. Such variations would be reflected in an updated job profile.
Hours:	36 hours per week
Special Conditions/Requirements	<ul style="list-style-type: none"> Eligibility to work in the UK Qualifications relevant to the post 2 References Pre-employment Health Screening Criminal Convictions Self Declaration form Driving licence (if applicable) Disclosure/PVG (if applicable)

Personal Specification

Attributes	Essential	Desirable	Method of Assessment
Experience	Experience of budget preparation and monitoring	Improving financial information and systems	AF, I
	Providing high quality financial information to non-financial managers	Work with Board of Directors and Senior Management	AF, I
	Considerable post qualifying experience	Experience of working with charity accounts	AF, I
	Providing financial service to a large organisation		AF, I
	Strong technical accounting skills		AF, I
Education, Qualification and Training	Fully Qualified Member of CCAB or equivalent qualification, eg CA/ACCA/		AF, I
Skills, Abilities and	Ability to prepare accurate	Knowledge of other	AF, I

Knowledge (general)	<p>expenditure and income forecasts</p> <p>Strong technical accounting skills</p> <p>Detailed knowledge of spreadsheet packages</p> <p>Working knowledge of capital expenditure and income processes within a local authority or Leisure Trust Environment</p> <p>Strong customer focus</p> <p>Innovative</p> <p>Ability to deliver continuous improvement</p> <p>Ability to adapt to change</p> <p>Ability to work in a demanding environment with conflicting priorities and deadlines</p> <p>Ability to deliver financially related presentations and statistical information to Board and Senior Management</p>	<p>software packages.</p> <p>Effective use of IT for management information purposes to present to non-financial managers</p> <p>Ability to train other accounting staff and non-financial managers</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
Interpersonal and social skills	<p>Ability to communicate effectively at all levels (oral and written)</p> <p>Develop good working relationships with team members, service contacts, and other accounting staff</p>	<p>Demonstrate willingness to assist Managers and Board of Directors as required</p>	<p>AF, I</p> <p>AF, I</p>
Health and Physical Attributes	<p>Ability to provide a regular and effective service</p>		<p>Occupational Health Questionnaire</p>

AF= Application Form I = Interview C = Certificates