

	<b>ROLE DETAILS</b>	
	Role Title:	Accountant
	Department:	Finance
	Reports to:	Head of Finance
	Direct reports:	n/a
	<p><b>Vision and Mission</b></p> <p><b><i>Vision</i></b></p> <p>As the pioneering workplace and facilities management body, our vision is to drive change for the future. To be the trusted voice of a distinct profession recognised, beyond the built environment, for its ability to enable people to transform organisations and their performance.</p> <p><b><i>Mission</i></b></p> <p>We empower professionals to upskill and reach their potential for a rewarding, impactful career. We do this by advancing professional standards, offering guidance and training, developing new insights and sharing best practice.</p> <p><b><i>The company has a strong culture based on our values</i></b></p> <ul style="list-style-type: none"> <li>• <i>Confident and Bold</i></li> <li>• <i>Human and Inspiring</i></li> <li>• <i>Knowledgeable and InSync</i></li> <li>• <i>Active and Energetic</i></li> </ul> <p><b><i>Social Value</i></b></p> <p><i>We are a Disability Confident employer, Investor in People accredited, Living Wage employer, Good Business Charter employer. We offer charity days along with paid for social events and make efforts to reduce our impact on the planet.</i></p>	
	<p><b>PURPOSE OF THE ROLE</b></p> <p>To prepare and post accurate and timely financial information for the institute to support decision making, growth and profitability.</p>	
	<p><b>KEY ACCOUNTABILITIES</b></p> <ul style="list-style-type: none"> <li>• Purchase ledger – Assist with purchase ledger ensuring invoices are processed in a timely and accurate manner in line with budget assumptions and purchasing approval routes</li> <li>• Providing cover for processing daily Direct Debits on sales ledger</li> <li>• Month end reporting - Prepare and post monthly prepayments, accruals for operating costs and post depreciation.</li> <li>• Maintain the fixed asset register and reconcile to TB.</li> <li>• Monthly payroll reconciliation – post monthly payroll and reconcile control accounts.</li> <li>• Prepare and calculate irrecoverable VAT</li> <li>• Monthly balance sheet reconciliations – reconcile aged creditor report, accruals, prepayments, fixed assets and close purchase ledger.</li> <li>• Annual Audit - Audit file preparation and provide reports / backup where required.</li> <li>• Monthly Expenditure review</li> <li>• Preparation of payroll budget</li> </ul>	

	<p><b>PROFESSIONAL QUALIFICATIONS/ACCREDITATIONS AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• AAT/ CIMA part qualified</li> <li>• Ledger and book keeping experience</li> <li>• Payroll</li> </ul>
	<p><b>TECHNICAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Excellent ICT skills, intermediate excel – VLOOKUP's, IF statements, Pivot tables.</li> <li>• Excellent interpersonal and influencing skills</li> <li>• Excellent written and verbal communications skills</li> <li>• Self motivated</li> <li>• Bookkeeping skills</li> </ul>
	<p><b>BEHAVIOURAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Confidentiality and integrity</li> <li>• Structured and methodical, with an attention to detail</li> <li>• Team player who works collaboratively with all departments</li> <li>Self-motivated</li> </ul>