## Assistant Accountant

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| **Generic title** | Manager – 3 |
| **General Description** | A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.  In operations they will supervise teams of trades or provide engineering and construction functions. They will provide technical services (engineering, construction) on a site or project.  In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task. |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environment  Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making** | Using personal experience and systematic approach to arrive at decision on straightforward issues |
| **Communication** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change with presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **Leadership** | The capacity to assume some level of influence within a team |
| **Managing resources** | Works effectively within time and budget of constraints set by others  Looks to complete on schedule and recover slippage |
| **Negotiation** | The ability to discuss and agree priorities |
| **People Development** | Can respond within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

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| **Summary of role** | Responsible for assisting the accountant in achieving accurate and timely accounting information, sound financial controls and financial process improvements, offering and delivering a consistent approach and service across Morgan Sindall. |
| **Responsibilities and accountabilities** | Assist with a variety of reporting to include, but not exclusively, management accounts, overhead accounts, balance sheets, reconciliations, prepayments and accruals  Assist with forecast and budget consolidation  Maintain various updates and reports on the internal account system, COINS  Assist with cost reporting and control  Assist with the preparation of monthly management accounts consolidation, analysis and reporting to Morgan Sindall Group.  Prepare Central Services overhead monthly accounts  Assist with the consolidation of TB, ETB, balance sheet and profit and loss for all Morgan Sindall Group entities  Balance sheet and account reconciliation  OGC / GCS analysis each quarter  Post prepayments and accruals and cross section journals  Report on internal spend, cost book  Assist with auditor queries  Prepare reports to assist balance sheet analysis including aged debt and aged creditors  Assist with the forecast and budget consolidation and submission to Morgan Sindall Group  Run COINS month end close down and opening, governance, control and fix posting issues  Run COINS reconciliation checks and control reconciliation  Maintain COINS sub-contract authorisation  Set up sales and debtor on COINS  Set up contracts on COINS  Run bank details audit checks within ledger and payroll  Produce a Company wide cost book for discretionary spend providing intelligence around areas of waste and offer suggestions for cost reduction strategies and saving targets  Ensure effective control of low value company assets such as phones and IT equipment  Assist with half yearly CRC analysis  Maintain central process notes  Assist with ONS survey  Maintain split invoice journals  Assist with various ad-hoc requests and be the main point of contact for the wider finance community |
| **Qualifications, training and technical knowledge** | Part qualified accountant working towards an accountancy qualification  Experience of working with COINS  Experienced in Microsoft office with advanced skills in Excel |
| **Attributes and skills** | Ability to work in a team environment contributing across a project, site or area  Good supervision skills, with the ability to motivate self and small teams to perform specific tasks  Good planning and time management skills  Ability to contribute to meeting standards and specifications  Ability to work well either alone or as part of a team  Sound knowledge of construction practises and standards within their subject  Specialist knowledge in chosen field  Good writing, analytical and problem-solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |