## Assistant Accountant

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **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 wayDemonstrates confidence when communicating in own subject  |
| **Dealing with change** | Positive attitude to change with presentedContributes to change in own area of work  |
| **Teamwork** | Contribute to overall team objectivesUnderstand 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 othersLooks 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

|  |  |
| --- | --- |
| **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 consolidationMaintain various updates and reports on the internal account system, COINSAssist with cost reporting and controlAssist with the preparation of monthly management accounts consolidation, analysis and reporting to Morgan Sindall Group. Prepare Central Services overhead monthly accountsAssist with the consolidation of TB, ETB, balance sheet and profit and loss for all Morgan Sindall Group entities Balance sheet and account reconciliationOGC / GCS analysis each quarterPost prepayments and accruals and cross section journals Report on internal spend, cost bookAssist with auditor queriesPrepare reports to assist balance sheet analysis including aged debt and aged creditorsAssist with the forecast and budget consolidation and submission to Morgan Sindall GroupRun COINS month end close down and opening, governance, control and fix posting issuesRun COINS reconciliation checks and control reconciliation Maintain COINS sub-contract authorisation Set up sales and debtor on COINSSet up contracts on COINSRun bank details audit checks within ledger and payrollProduce a Company wide cost book for discretionary spend providing intelligence around areas of waste and offer suggestions for cost reduction strategies and saving targetsEnsure effective control of low value company assets such as phones and IT equipment Assist with half yearly CRC analysisMaintain central process notesAssist with ONS surveyMaintain split invoice journalsAssist 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 qualificationExperience of working with COINSExperienced in Microsoft office with advanced skills in Excel |
| **Attributes and skills**  | Ability to work in a team environment contributing across a project, site or areaGood supervision skills, with the ability to motivate self and small teams to perform specific tasksGood planning and time management skillsAbility to contribute to meeting standards and specifications Ability to work well either alone or as part of a teamSound knowledge of construction practises and standards within their subject Specialist knowledge in chosen fieldGood writing, analytical and problem-solving skillsAbility to follow oral and written instructionsAbility to handle situations and problemsKnow when to ask for help and guidance  |