

Assistant Accountant

Generic title	Manager – 3
General Description	<p>A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.</p> <p>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.</p> <p>In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task.</p>

Competencies

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

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	<p>Assist with a variety of reporting to include, but not exclusively, management accounts, overhead accounts, balance sheets, reconciliations, prepayments and accruals</p> <p>Assist with forecast and budget consolidation</p> <p>Maintain various updates and reports on the internal account system, COINS</p> <p>Assist with cost reporting and control</p> <p>Assist with the preparation of monthly management accounts consolidation, analysis and reporting to Morgan Sindall Group.</p> <p>Prepare Central Services overhead monthly accounts</p> <p>Assist with the consolidation of TB, ETB, balance sheet and profit and loss for all Morgan Sindall Group entities</p> <p>Balance sheet and account reconciliation</p> <p>OGC / GCS analysis each quarter</p> <p>Post prepayments and accruals and cross section journals</p> <p>Report on internal spend, cost book</p>

	<p>Assist with auditor queries</p> <p>Prepare reports to assist balance sheet analysis including aged debt and aged creditors</p> <p>Assist with the forecast and budget consolidation and submission to Morgan Sindall Group</p> <p>Run COINS month end close down and opening, governance, control and fix posting issues</p> <p>Run COINS reconciliation checks and control reconciliation</p> <p>Maintain COINS sub-contract authorisation</p> <p>Set up sales and debtor on COINS</p> <p>Set up contracts on COINS</p> <p>Run bank details audit checks within ledger and payroll</p> <p>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</p> <p>Ensure effective control of low value company assets such as phones and IT equipment</p> <p>Assist with half yearly CRC analysis</p> <p>Maintain central process notes</p> <p>Assist with ONS survey</p> <p>Maintain split invoice journals</p> <p>Assist with various ad-hoc requests and be the main point of contact for the wider finance community</p>
Qualifications, training and technical knowledge	<p>Part qualified accountant working towards an accountancy qualification</p> <p>Experience of working with COINS</p> <p>Experienced in Microsoft office with advanced skills in Excel</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good supervision skills, with the ability to motivate self and small teams to perform specific tasks</p> <p>Good planning and time management skills</p> <p>Ability to contribute to meeting standards and specifications</p> <p>Ability to work well either alone or as part of a team</p> <p>Sound knowledge of construction practises and standards within their subject</p> <p>Specialist knowledge in chosen field</p> <p>Good writing, analytical and problem-solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>