

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 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</p>
Qualifications, training and technical knowledge	<p>Part qualified accountant working towards an accountancy qualification Experience of working with COINS 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 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</p>