



## **JOB PROFILE**

**Job Title:** Assistant Accountant/Part Qualified Accountant

**Department:** Finance

**Location:** Swansea

**Salary:** Circa £20K dependent upon experience

### **Main Purpose of the Role**

Working as part of the Finance Team, to assist in the financial processing, accounting and management reporting for the organisation.

### **Key Tasks and Responsibilities**

- Control account reconciliations as part of the month end process
- Management of fixed asset registers, prepayments and accruals
- Preparation of payroll
- Completion of VAT returns
- Intercompany reconciliation process
- Ongoing audits and reconciliations of key processes and functions within the business
- Oversight of credit control process
- Input into the month end reporting process, including preparation of parts of the Board pack
- Documentation of all key financial processes
- Ad hoc financial analysis as and when required
- Cashflow management
- Tracking and dealing with renewals for services and other agreements
- To take an active part in team activities, for example, attending weekly meetings, sharing knowledge and working towards team targets
- To take part in one-off projects.
- To adhere to health and safety policies and quality management processes.



## PERSON SPECIFICATION

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|--------------------|---|
| <b>Job Title:</b>  | Assistant Accountant/ Part Qualified Accountant |
| <b>Department:</b> | Finance   |

| Criteria required for the role.   | Essential  | Desirable  |
|-----------------------------------|--|--|
| <b>Educational Qualifications</b> | <p>GNVQ/NVQ Level 2 qualification or equivalent; or 4 GCSE/O Level passes A-C equivalent including English or Maths.</p> <p>OR: at least one year+ experience</p> <p>Qualified to minimum standard of AAT. May consider those with significant QBE of working towards qualifications</p> |  |
| <b>Experience</b>                 | <p>Demonstrable experience of working within an accounts/finance department in industry for a minimum of one year</p>  | <p>Grant reporting and preparation of claims</p>                   |
| <b>Technical Skills</b>           | <p>Highly IT literate</p> <p>Experience in Microsoft Excel and confident in handling large datasets and presenting them in a useful form.</p> <p>Experience in Microsoft Office advanced functions and data analysis e.g charts, pivot tables, look ups</p>                              | <p>Experience of Sage 200</p> <p>Experience of Sage 50 Payroll</p> |



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| <b>Skills and attributes</b> | <p>Highest levels of data input accuracy</p> <p>Excellent organisational skills and ability to manage own workload</p> <p>Commercial acumen and a belief in customer service excellence</p> <p>Analytical and problem solving skills</p> <p>Works well as part of a team</p> <p>Ability to develop effective relationships with customers and colleagues to enhance performance and build trust.</p> |  |
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