

# Job Specification

<b>Job Title:</b>	Corporate Accountant
<b>Reports to:</b>	Finance Manager – Management Accounts
<b>Purpose of the jobs:</b>	To support the Management Accounts function of TPT through financial analysis, timely and accurate reporting, and the operation of appropriate controls.

## Areas of Responsibility:

1. To work closely with the Management Accountant in the production of TPT's monthly management accounts, quarterly forecasting and the annual budget.
2. Analysis and understanding of all financial performance data.
3. Work with the team to provide Business Partnering services to TPT's department heads and budget holders, discussing performance and suggesting improvements.
4. Coordinate the Management Accounts team Key Control Framework, ensuring that all controls are operated correctly.
5. Review and improve existing processes and controls. Identify and resolve control weaknesses.
6. Oversee the Management Accounts balance sheet reconciliation process ensuring transactions are accurately recorded. Provide detailed reconciliations to management outlining the correct balances and any required corrections.
7. Prepare the statutory FRS102 year end financial statements and provide audit packs containing backup for all entries within the accounts and reconciliations for all balance sheet items.
8. Liaise with external auditors to provide accurate and timely evidence to support the financial statements.

9. Liaise with external tax advisors in relation to the annual Corporation Tax returns.
10. Develop and mentor junior members of the Management Accounts team.
11. To support the leadership of the Finance Team in their activities and projects.
12. To develop and take ownership of TPT's vision, Business Plan and values, and to be totally committed to these.
13. To perform all duties in line with TPT's Information Security policy.
14. To comply with the Data Protection Policy when dealing with personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company.
15. To act as an ambassador of TPT at all times.

Performance & Engagement Factors	Essential	Desirable
<b>Job &amp; Technical Factors</b>	Qualified accountant. Strong financial analysis skills. Preparation of management accounts, statutory year end accounts and audit packs. Strong business partnering ability Experience of change management. Previous experience of preparing balance sheet reconciliations. Experience of working with internal controls. Experience of working with external auditors	Experience in working in financial services.  Experience in preparing VAT/Corporation Tax returns
<b>Engaged Behaviour</b>	Actively seeks to identify, instigate and deliver change. Positive attitude. Results driven, ability to deliver quality work to deadlines. Enthusiastic about the role and the Trust. Good team person, able to work with and support the team. Able to work with and support persons from other teams at all levels. Well motivated and willing to accept new challenges. Willing to accept change as it arises in a positive way. Able to motivate team members. Takes initiative to develop and improve themselves. Understands how the Trust's strategy and values relate to own role.	
<b>Values</b>	Acts in line with the values: <ul style="list-style-type: none"> <li>• Inclusive</li> <li>• Integrity</li> <li>• Innovative</li> </ul>	

	<ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Cost effective</li> <li>• Committed</li> </ul>	
<b>Systems and Processes</b>	<p>Experience of working with sophisticated Finance Systems. Intermediate/Advanced Microsoft Excel skills.</p> <p>Experience of using other Microsoft Office systems. Willing to challenge existing processes and initiate improvements.</p> <p>Has a systematic and controlled approach to the delivery of quality work to deadlines.</p>	Experience of working with DREAM and Netsuite accounting packages.
<b>Customer Care</b>	<p>Demonstrates a high level of customer service. Helpful and supportive approach when dealing with people.</p> <p>Drives required quality standards and ensures the team works to these standards</p> <p>Good written and verbal communication skills.</p> <p>Able to communicate effectively with management of the Trust at all levels.</p>	
<b>Performance Factors</b>	<p>Able to plan and control own workload, adapting to changing priorities and delegating to team members accordingly.</p> <p>Results and deadlines driven.</p> <p>Able to work on own initiative with minimum supervision.</p> <p>High level of output and accuracy.</p> <p>Able to work under pressure.</p> <p>Analytical showing attention to detail.</p> <p>Ability to work with and influence people in other teams, and at all levels of management.</p>	