

# Finance Analyst (Capital Accounting) - FTC

Line manager: Group Capital Accounting Manager  
Grade (if applicable): 3  
Direct reports: N/A



## Role purpose:

This role sits within the Group Financial Control team and will focus on maintaining the Fixed Asset Register, Grant Register, Investment Property Register and Other Fixed asset register, ensuring excellent data quality across these and implementing strong controls.

The Finance Analyst (Capital Accounting) will support on all areas related to fixed assets and grants, report fixed assets numbers and support the audit process liaising with external auditors.

## Key Results:

- To ensure that accurate and timely financial information are produced on a monthly basis.
- To undertake the month end and year end processes.
- Assist with the yearly budgeting and quarterly forecasting process.
- Facilitate the completion of audit queries for the relevant directorates.
- Preparation and posting of monthly journals.
- Prepare Balance sheet reconciliations.
- Prepare notes to the accounts.
- Produce informative and insightful reporting.
- Provide support for ad hoc queries and signposting stakeholders to relevant teams across finance.
- Collaborating with finance colleagues to improve finance processes and data.
- Act as a key member of the Fixed Assets team, supporting and helping team members in the delivery of service to our stakeholders.
- Carry out any other duties and other project team members as required.
- Maintain balance sheet controls and reconciliations as appropriate.

## Success metrics:

- Provision of high quality and timely performance information that supports effective decision making for the directorate.
- Ensure data quality, working with managers and internal teams to improve the quality and integrity of data.
- Strong relationships with key customers, key managers and internal teams.
- Ensuring that budget holders have the requisite skills, experience and tools to fulfil their responsibilities.

## About you:

### You will be:

- A great communicator both written and verbally and understand the different message needed for different audiences
- A flexible and adaptable team player
- A diligent worker with a keen eye for detail.
- Committed to delivering excellent customer experience, embodying Peabody values.

### You will have:

- Excellent analytical skills, working with large volumes of data and turning this into meaningful insights.
- Experience in preparing Financial and Management accounts

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- Experience in supporting the year end audit process
- Experience of year-end financial closedown and associated reporting requirements.
- Experience with the completion of balance sheet reconciliations.
- Ability to present financial information in a clear and transparent manner for non-finance staff.
- Knowledge of accounting software (Sun Systems desired) and other core finance systems.
- Part qualified accountant and commitment to continued professional development
- Advanced Excel user

**Version Date:**

**Signed off by:**