

# Group Financial Accountant

Line manager: Group Reporting Manager

Grade (if applicable): 2

Direct reports: N/A



## Role purpose:

This role sits within the Group Financial Control team at Peabody and will play an essential part in delivering high-quality financial results, ensuring high-quality monthly, quarterly and annual reporting, delivering a successful year-end process, being responsible for the preparation of the Group and subsidiary accounts and liaising with external auditors.

The Group Financial Accountant will provide first class accounting support to finance leaders across the Group, support the audit process, produce accurate and timely entity accounts and act as an internal consultant on accounting matters. They will be part of the team responsible for ensuring the accuracy and quality of accounting records for Peabody and its subsidiaries.

## Key Results:

- Deliver accurate high quality accounting records for Peabody's subsidiary accounts and other external legal reporting requirements.
- Timely production of statutory accounts for the Group's subsidiaries, compliant with FRS 102, the Accounting Direction, and in line with best practice.
- Produce entity reports with insightful analysis and commentary on movement and variances.
- Responsibility for the monthly Balance Sheet review process ensuring the integrity of the General Ledger.
- Proactively work with other areas of Finance to ensure financial controls are being followed and promote good processes.
- Timely preparation of audit working papers for the year end audit, including agreeing format of working papers and other audit requirements.
- Well managed relationship with external auditors, and ensuring information requirements are met in a timely manner.
- Work with other areas of finance to understand movement and variances and identify risks and opportunities to achieving strategic goals.
- Detailed analysis and understanding of the material and significant transactions and balances and the how these impact other entities in the Group.
- Completion of monthly trial balance and associated completeness checks.
- Complete month end journals e.g. payroll journals for management review and approval
- Responsibility for statutory and regulatory reporting e.g. NROSH and Office of National Statistics.
- To review and challenge the controls in place that mitigate risks. Consider alternative controls and process to reduce risk.
- Opening and closing the ledgers at each reporting date.
- Maintaining Finance Systems master data updated, such as setting up new account codes, project codes, item codes, etc., ensuring the system set-up and chart of accounts allows to produce accurate and meaningful reporting.
- Look for ways to streamline chart of accounts.
- Provide support for ad hoc queries or signposting stakeholders to relevant teams across finance.
- Carry out any other duties and be deputised as required.

Version Date:

Signed off by:

## 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 stakeholders, key Finance 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.
- Detailed but with the ability to evaluate and comment on wider picture.
- Someone who has a desire to implement good practice and effective financial controls.
- A flexible and adaptable team player.
- Able to work under pressure, multitask and meet deadlines.
- Committed to delivering excellent customer experience, embodying Peabody values.

### You will have:

- Experience preparing statutory accounts (preferably with Charities Commission, Registered Social Landlords or Community Benefit Society accounts experience).
- Excellent interpersonal and customer service skills.
- Clear written and verbal communication.
- Ability to coordinate conflicting deadlines during year-end.
- Up to date technical knowledge (preferably with Charitable organisations & Housing Associations).
- Experience preparing and reviewing balance sheet reconciliations & performing analytical reviews.
- Advanced Excel & Word skills.
- Knowledge of accounting software (Sun Systems desired) and other core finance systems.
- CCAB accountancy or other qualification with post qualification experience.

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