

Thank you for your interest in working with us. This job pack contains a copy of the advert as well as the job description and person specification for the role of:-

Role: Accountant
Salary: £32,175 - £34,783
Location: Edinburgh, EH14 1RL
Job type: Permanent/Full Time
Job Ref: 0126 - 1569
Closing Date: Friday 15th February 2019

To apply, please forward a current CV with a personal statement telling us a little bit about yourself and why you'd like to work with us quoting reference 0126 - 1569 to jobs@trustha.org.uk or post to Human Resources, Trust Housing Head Office, 12 New Mart Road, Edinburgh EH14 1RL no later than 12 noon on the closing date stated.

Our interview shortlist is determined by how you match up against the skills and experience the role demands and only successful applicants will be contacted again to attend the interview.

May I take this opportunity to thank you for your interest in working with us and wish you every success for the future.

Regards

Sharon Chalmers

Sharon Chalmers
HR Assistant
0131 444 1200

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Are you looking for an exciting and challenging role in a progressive Housing Association?

Trust Housing Association has a fantastic opportunity for an Accountant to join our team based at New Mart Road, Edinburgh. In return for your enthusiasm and commitment we will offer you: -

- 35 hours per week with Flexi-time
- Competitive salary of £32,175 - £34,783 per annum
- Access to paid training & continued personal development
- A choice of pension scheme with employer contributions
- Generous holiday entitlement

What we're looking for in our Accountant:

We are looking to recruit a dynamic, innovative, well-motivated team player who is good at motivating others, to join our Financial Services team. We strive for continuous improvement in all that we do and aim to deliver a first class service to both our internal and external customers. To achieve this, our accountant will motivate and support our financial services team to meet our goals.

Accountant Skills and Experience:

The successful candidate should have first class knowledge and experience of budget development & budget monitoring & management, production of monthly accounts, payroll management and preparation of annual accounts. Experience in a similar organisational environment would be an advantage and applicants should hold an AAT qualification or be working towards CCAB qualification demonstrating your commitment to personal development. Experience in fixed asset accounting, income management and debt recovery would also be advantageous.

About Trust Housing:

Trust Housing Association is a national housing, support and care provider, offering a range of accommodation and support services. Primarily serving older people in our communities we also provide housing for families and individuals. We have over 2,600 households across the length and breadth of Scotland, from the Highlands and Islands all the way down to the Borders.

We are an Investor in People Gold accredited employer, a Leader in Diversity and a great place to work. Trust Housing Association is a Registered Scottish Charity- SC009086



Trust Housing Association Ltd

Job Description



POST: Accountant

LOCATION: Head Office, Edinburgh

PURPOSE OF JOB

To provide leadership and supervision to a group of staff within the financial services department, to be responsible for specific areas of work delegated from senior staff and to effectively manage and coordinate your team.

To provide accurate and timely financial and management information and provide direct accountancy support and financial management advice to client Department(s) to a standard and quality that embrace the concepts of best value and sound governance. You will participate in job rotation to enhance personal skills and development and build service resilience.

MAIN DUTIES & ACTIVITIES

There are three accountant posts within the Finance Team undertaking a range of tasks detailed below. Specific tasks and responsibilities are allocated to each post holder, recognising individual strengths and preferences.

Responsible for co-ordinating and assisting with the preparation and production of the annual statutory accounts which includes supporting documentation and audit schedules.

Undertaking the preparation and production of monthly management accounts and monthly ledger control files, which includes the issue of timely monthly monitoring reports to budget holders.

Maintenance of the fixed asset ledger and project ledger to ensure accuracy of data and sufficient back up is available for audit purposes. Responsible for the production of the Fixed Asset note for statutory annual accounts and associated supporting documentation.

Oversee the monthly payroll process and provide leadership, support and guidance to the payroll team. This will include line management responsibilities.

Oversee the banking and cashbook process. This will include line management responsibilities.

Provide support and assistance to colleagues in relation to procurement matters including being the finance contact for energy management support across the organisation.



Assist with development and implementation of internal projects to enhance and streamline new and existing financial systems and maximise efficiency.

Submission of statutory National Statistical returns.

Assist with data gathering and analysis for benchmarking.

Reconciliation and monitoring of organisation loan accounts and interest payments.

Providing support and assistance to budget holders and within the finance team with the annual budget process ensuring data is accurate and robust.

To give support and advice to budget holders to include the completion of monthly budget holder meetings and quarterly budget reviews.

Developing and maintaining an effective process to ensure departmental procedures are up to date and reflect current processes.

Production of quarterly VAT returns and ensuring timely payment to HMRC is made. Maintenance of finance system parameters to ensure accurate data/reporting is available for the completion of returns.

Assist in monitoring monthly cash flows, completion of ad-hoc statutory returns and providing other relevant management information as required. Playing a key role in dealing with reactive issues that may arise.

Participate in and support staff development and appraisal schemes. Manage your own performances and that of any subordinate staff (e.g. timekeeping, attendance, accuracy, quality of work, statutory requirements and compliance with policies and procedures).

Oversee the administration of the company car leasing scheme.

Assist in the management and administration of insurance claims, to provide assistance with claim notifications and gathering information for onward transmission to insurance companies.

You will provide holiday and sickness cover for the other Accountant post(s) and will assist them when they have workload peaks. Similarly you will ensure full cover is provided within your team.

To consider regularly and address your own development requirements and those of any subordinate staff, subject to needs assessment and available resources.



EQUALITY, DIVERSITY AND INCLUSION (EDI)

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust
- Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

REPORTING ARRANGEMENTS

The post holder reports to the Head of Financial Services who will agree through regular one to one meetings the relative priority to be given to the above tasks.

The post holder will, however, be responsible for organising and prioritising their own workload on a day to day basis, will be self motivated and be able to motivate the finance assistant team.

Signed _____

Dated _____

Print Name _____



INVESTORS
IN PEOPLE

Gold



Leaders in Diversity



HAPPY TO TRANSLATE

PERSON PROFILE AND SPECIFICATION

Skills & Abilities	Essential	Desirable
Numerate, literate, computer literate and accurate in their work	✓	
Applicant must be fully conversant and proficient with Excel (to macro/pivot table levels) and modern financial accounting/management systems. E.g. OPENAccounts	✓	
Ability to use Word, Outlook, etc	✓	
Excellent oral and written communication skills	✓	
Able to work to deadlines	✓	
Able to deal with budget preparation, monitoring and monthly and final accounts	✓	
Housing Association Experience		✓
Previous supervisory experience		✓
Knowledge of good financial practices	✓	
Knowledge of Housing Association services, systems, policies, practices, procedures and accounting		✓
Knowledge of sound approach budget planning and monitoring		✓
Education, Qualifications, Training & Development	Essential	Desirable
Good standard of general education	✓	
AAT Member or part qualified CCAB accountant	✓	
Other factors and attributes	Essential	Desirable
Excellent interpersonal skills	✓	
Flexible approach	✓	
Dynamic, innovative and self motivated with good judgement	✓	
Good at motivating others	✓	
Team player	✓	
Driving licence and access to a car		✓
Good sense of humour		✓
Equal Opportunities	Essential	Desirable
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	