

**JOB DESCRIPTION**

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| **Job Title** | Management Accounts Assistant (Maternity Cover – up to 12 months) |
| **Department** | CAIS Business Services |
| **Base Location** | CAIS Finance Office, 24 Trinity Square, Llandudno |
| **Hours of Working** | 37.5 hrs per week over 7 days |
| **Salary Banding** | £21,416- £23,401 |

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| **Accountable To** | Commercial Director |
| **Reports To** | Finance Manager |
| **Line Management Responsibility** | None |

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| **Job Purpose:**  To prepare a monthly set of management accounts and undertake all associated balance sheet reconciliations to set deadlines and in accordance with Accounting Standards / CAIS’ finance policies and procedures. |

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| **Main Duties and Responsibilities:**  Preparing a set of monthly management accounts:   * Reviewing monthly costs / income and make necessary journal adjustments (ie defer/accrue income – prepay/accrue costs) * Ensuring payroll costs are correctly allocated to projects, using information from SAGE Payroll * Comparing actual costs against budgeted costs, investigate and report on significant variances * Using Pivot Tables to create a set of financial reports and prepare a set of accompanying notes   Assisting with the preparation of annual budgets  Reconciling balance sheet items eg payroll / debtors / creditors / provisions etc  Contract management – maintaining a system to ensure contracts are stored, recorded and reported in an organized and efficient manner  Sales ledger – preparing invoices in accordance with contractual requirements  Assisting with financial claims and returns, in accordance with Commissioner requests  Preparing financial statements for clients in supported accommodation; liaising with Housing Benefits Departments and CAIS Support Officers.  Responding to the needs of Business Development Manager to prepare costings for funding applications |
| **General:**  Attend CAIS meetings as requested  Assist the Finance Manager with ad hoc tasks which arise |
| **Professional:**   * To participate in the CAIS continuous learning , development and appraisal process * To maintain professional accreditation as appropriate to role * To attend training provided, organised or arranged by CAIS * To operate within and observe CAIS policies and procedures as amended and updated |

**This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.**

**Person Specification for Management Accounts Assistant**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications:** | GCSE or ‘O’ Level Standard | AAT / Part-qualified CIMA or other Professional Accounting Qualification |  |
| **Experience:** | Experience of working in a busy finance department, assisting with the preparation of budgets and management accounts  Experience of preparing meaningful and timely financial reports to aid decision making  At least 3 years’ experience of working with Accounting systems | Experience of working within a Finance department at a senior level |  |
| **Skills:** | Advanced use of Microsoft packages (EXCEL, Word, Powerpoint etc)  Use of SAGE and Quickbooks accounting systems  Ability to develop and enhance existing systems and processes and adapt to changing needs.  Ability to effectively analyze data and recognize issues to be addressed | Utilising the link between SAGE and EXCEL to prepare reports (eg pivot tables)  SAGE Report Writing |  |
| **Knowledge:** | Sound knowledge of systems and processes within a financial environment | Relevant accounting legislation  Housing benefits rules |  |
| **Personal Qualities:** | Excellent communication and interpersonal skills  Ability to work in an organization and proactive manner, both as part of a team as well as on own initiative  Ability to liaise with staff at all levels in the organization and to provide advice & guidance in financial issues  Ability to explain financial systems and processes to non finance staff |  |  |
| **Other Relevant**  **Requirements:** | Car driver and owner | Ability to speak Welsh |  |

**Prepared By: …………Sandy Ackers……….. Date: 18/12/17**

**Reviewed By: …………………………………. Date:**

**Agreed By: ……………………………………. Date:**