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| **Financial Accountant, Finance** | | | |
| **Based** | 1 Wimpole Street,  London 2 days/hybrid 3 days | **Travel** | No travel required |
| **Reports** | None | **Reports to** | Head of Finance Transformation |
| **Seniority** | Manager | **Hours** | 35 hours per week, Monday to Friday  (Additional hours may be required at busy times, eg month, quarter and year- ends) |
| **Key areas of influence** | * Balance sheet control accounts * Corporate credit cards * Bank reconciliations * Accuracy of profit and loss reporting | | |
| **Key contacts** | **Internal:** all Finance department personnel and budget holders as appropriate  **External:** Finance system providers and consultants as necessary, external auditor | | |
| **Facts and Figures** | | | |
| Budgets – Does not own a budget but is responsible for ensuring accurate information for budget holders to use.  Customers – Primarily internal within finance department.  Level of autonomy – the role will interact with finance and senior staff.  Access to confidential information – financial information and potentially confidential planning information (eg payroll).  Specialisms (areas in which this role acts as the primary function for the RSM) – preparation of reconciliations; financial accounts and assisting preparation of statutory pack at year end and quarterly VAT returns.  Other key functions: as one of senior roles in Finance Team, design and implement finance processes to optimise efficiency across the RSM seeking continual improvement. | | | |
| **Key Outcomes (Role Purpose)** | | | |
| * Ensuring the accuracy of the financial accounts. * Controlling balance sheet reconciliations on a monthly basis. * Enabling cashflow control and forecasting. * Support the Director of Finance & Operation and Head of Finance in developing and delivering corporate KPI reporting. | | | |

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| **Key Objectives (Role Responsibilities)** |
| Monthly Financial Accounts   * Reconciliation of balance control accounts to a month end timetable. * Process and reconcile corporate credit card account working with senior management team. * Reconciliation of bank accounts (x4 GBP).   Development   * Working with the Head of Finance Transformation and Finance Manager to further develop and implement financial control processes. * Assist on transformation from the current interim finance systems to the permanent integrated solution.   Support finance team   * Developing and delivering corporate KPI reporting and RSM risk registers. * Responding to all ad hoc report and inquiry requests relating to financial reporting. |
| **Person Spec- Key Competencies** |
| * Accuracy - An ability to work to a high level of accuracy dealing with large volumes. * Creative, innovative - ability to respond to challenges and create novel solutions for the benefit of teams, colleagues and external stakeholders. * Communication and Presentation - an effective communication with the ability to adapt style to suit audience. * Highly numerate with strong analytical skills. * Team player – the ability to work as part of a developing team and support/train colleagues as appropriate. |
| **Person Spec**  **Personal attributes, knowledge, experience & qualifications - Essential** |
| * Part qualification of a professional accounting qualification (CCAB, CIMA or AAT) or in-depth experience as a bookkeeper. * Minimum 3 years’ experience in a finance team. * Financial accounting experience/ knowledge. * Proven successful record of managing month end accounts processes. * Experience of report writing. * Understanding of UK accounting standards. * Track record of successfully building strong working relationships with multiple stakeholders. * IT literate and ability to analyse data and extract and use trends. * Ability to work under pressure and on own initiative. |
| **Person Spec**  **Personal attributes, knowledge, experience & qualifications - Desirable** |

* Experience in a membership organisation.
* Understanding of fund accounting.
* Experience of Dynamics CRM, Power BI or integrated finance systems.
* Good understanding of the Charities SORP.

**Organisational values & behaviours**

**The following generic statements are included in all RSM Job Profiles.**

The post holder must always when conducting responsibilities and interacting with others:

1. Uphold the RSM values. Specifically treating others with RESPECT, INVESTING in people to help them develop and grow, striving to continuously IMPROVE what we do by setting ourselves and others stretching objectives and measuring outcomes, LISTENING to colleagues, customers and COLLABORATING to achieve more new ideas, DELIVERING our intentions.
2. Adhere to the Society’s Health and Safety regulations and ensure the safety of oneself and others engaged in the RSM premises and work by reporting hazards to a senior manager for address or taking actions (where possible) to remove safety hazards.
3. Adhere to the Society’s GDPR regulations and only use data as required to undertake their role and handle it in an appropriate and confidential manner.
4. Fully subscribe to the spirit of and adhere to the Society’s people policies the RSM’s Code of Conduct.