



## Assistant Accountant

### Head Office

**Hours:** 37.5 hours per week, 9.00am – 5.15pm Monday - Friday

**Part of the:** Finance Department

**Responsible to:** Group Finance Director

## Purpose

Responsible for the preparation of statutory and management accounts for the Elim Group's commercial subsidiary, Lime Property Ventures. Providing the accounting service to Self Help Housing Association and completing various finance returns and analysis.

Supporting the Group Finance Business Partner in the preparation of the group management accounts.

## Responsibilities: An Assistant Accountant will:

- ✓ Prepare the monthly management accounts for Lime Property Ventures and other entities as required.
- ✓ Assist the Finance Assistants to deliver their roles by providing technical support and oversight. Provide cover for Finance Assistants' absence.
- ✓ Assist in the preparation of budgets and statutory accounts for Lime Property Ventures including liaison with external auditors.
- ✓ Achieve individual targets and contribute to meeting departmental service standards, PIs and deadlines.
- ✓ Provision of the accounting service to Self Help HA.
- ✓ Be a QL-x Champion and administer queries on the finance and housing system.
- ✓ Deal with other finance work including partnership returns, control account reconciliations, leasehold service charge reconciliations, payroll reconciliations and the annual insurance renewal.
- ✓ Ad hoc duties as required.
- ✓ Update and reconcile the asset registers.

## Qualifications and Experience: In this role an Assistant Accountant will need the following:

- ✓ The ability to prepare statutory and management accounts and the underlying accounting entries required.
- ✓ A high level of attention to detail.
- ✓ Confident in the use of accounting software and strong excel skills.
- ✓ A high level of commercial awareness.
- ✓ Qualified to accounting technician level.

## It would be great if you could also:

- ✓ Demonstrate experience of preparing reports for presentation to management.
- ✓ Be a part qualified CCAB accountant.
- ✓ Have a working knowledge of payroll processes.
- ✓ Have a working knowledge of corporation tax implications.

## Skills and Abilities:

In this role and Assistant Accountant will need the following:

- ✓ Ability to manage your own time effectively and prioritise your own work. Takes a proactive approach to targets and workload planning.
- ✓ Excellent customer service to other staff, departments and customers.
- ✓ Ability to build productive working relationships – influencing, empowering and collaborating with staff across the organisation to ensure that the finance team service standards, PI targets and deadlines are met.
- ✓ Ability to communicate with other staff, customers and external contacts in a clear, concise way that is accurate and delivered in a way that promotes understanding.
- ✓ An understanding of your own strengths and weaknesses and takes an active responsibility for own personal development.
- ✓ Understanding of the importance of value for money (VFM), and looks for opportunities to make VFM
- ✓ Acts as an ambassador for the organisation.



## Values:

Elim's customers include families and single people living in our properties for rent, young people undertaking apprenticeships or training, clients within our support services and people buying houses that we have developed, among others. We have the same aim for all these relationships: to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully.

An Assistant Accountant lives by the Elim CARES values:



### GENEROUS ANNUAL LEAVE ENTITLEMENT

Employees receive 25 days paid annual leave, rising by 1 day for each complete year of service to a maximum of 30 days.



### FLEXIBLE WORKING

We do all we can to encourage a healthy work-life balance.



### LEARNING AND DEVELOPMENT

We believe in developing our staff and investing in your learning and training.



### MILEAGE EXPENSES

We pay mileage expenses at a rate of 45p per mile.



### PENSION AND LIFE ASSURANCE

We are a member of the Social Housing Pension Scheme



### HEALTHSHIELD BENEFITS

Benefits available include: Employee assistance programme, healthcare cashback and shopping discounts