



## Role Profile

The Role			
Role Title:	Financial Accountant	Reporting to (job):	Financial Controller
Legacy job titles covered by this role profile:	New Role	Jobs that typically report into this role:	N/A
Function / Org Unit	Finance & Business Services	Job Number:	
Base and travel	Hybrid or Remote worker, occasional travel to Southwater and London for meetings.	Band ( <i>to be assigned by Reward</i> )	Upper C - Salary range of min - £44,642   mid - £52,520   max - £60,398
Role Dimensions			
Number of direct reports	0	Manager/Individual Contributor:	Individual Contributor
Number of dotted line reports	0	Budget (Operating/Capital)	N/A
Total No of Reporting Staff (include all direct and indirect reports)	0	Decision Making Authority & Responsibility for Resources	The scenarios that the post holder will encounter will require project management, investigation and analysis to evaluate the situation fully and establish the right solution. There are high levels of skills of the systems and processes needed.
Working Environment	In the Post-Covid environment, the Finance Department currently operates under a hybrid working model. Team members are expected to attend RSPCA Headquarters in Southwater and London for the occasional meetings.		

<b>Role Purpose</b>	<p>To play a fundamental role in supporting the control function of the Finance Department. The role will support the Financial Controller in their duties, with a key focus of the role is to assist with the management of the external audit. This will involve assisting in preparing the statutory accounts, responding to audit requests, collating audit evidence, sharing audit files with the external auditors and being a point of contact for the external auditors.</p> <p>Additional duties include reviewing the quarterly VAT returns, balance sheet reviews, Office of National Statistics returns, ensuring bank mandates and other financial controls are up to date, assisting with the management of the Gambling Commission and National Exemption Order audits, and assisting with process and policy improvements.</p>
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Assisting the Financial Controller in preparing the statutory accounts.</li> <li>• Preparing, collating and sharing audit files with the external auditors.</li> <li>• Liaising with external auditors to enable the utilisation of analyser tools within the external audit.</li> <li>• Supporting the wider management of the external audit.</li> <li>• Preparing monthly balance sheet reconciliations and posting correction journals as necessary.</li> <li>• Assisting with the implementation of financial policies and procedures.</li> <li>• Liaising with external stakeholders such as the Office of National Statistics to ensure timely submission of business surveys.</li> <li>• Playing a key role in updating and maintaining the Finance Intranet sites.</li> <li>• Reviewing the quarterly HMRC VAT return and corresponding partial exemption calculations.</li> <li>• Completing the Office for National Statistics returns.</li> <li>• Updating the bank and investment mandates and online controls to ensure they are aligned to the Director of Finance and Business Services and FARCOM approval.</li> <li>• Assisting with the management of the Gambling Commission and National Exemption Order audits.</li> <li>• Assisting the Financial Controller with various tasks and projects, including projects and tasks with a tax focus.</li> <li>• Deputising for the Financial Controller in their absence.</li> <li>• Responding to internal queries and providing advice, including those relating to VAT.</li> </ul>
<b>Key Interfaces</b>	<ul style="list-style-type: none"> <li>• The wider Finance Department, with a potential need to line-manage in the future.</li> <li>• Other teams across the Society – in particular when collating various audit requests.</li> <li>• External interfaces include the external auditors, banks, investment managers and the Office of National Statistics.</li> </ul>
<b>The Person</b>	

<b>Personal Attributes and Key Competencies</b>	<ul style="list-style-type: none"> <li>● <b>Specialist knowledge</b> – Has a strong understanding of different aspects of financial reporting &amp; control.</li> <li>● <b>Planning, action orientation &amp; results driven</b> – Organises and prioritises work, shows initiative and focuses on delivery.</li> <li>● <b>Quality orientation</b> - Shows awareness of goals and standards, and commits to ensuring quality outputs.</li> <li>● <b>Flexibility and resilience</b> - Successfully adapts to changing demands and conditions. Maintains effective work behaviour in the face of pressure.</li> <li>● <b>Personal motivation</b> - Employs an excellent work ethic, shows enthusiasm and career commitment.</li> </ul>
<b>Essential Key Skills, Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Understands best practice for financial controls</li> <li>● Demonstrable experience of supporting the management of external audits (from auditor or client side)</li> <li>● Has strong understanding of financial reporting in UK Charities</li> <li>● Demonstrable experience of preparing various financial reconciliations</li> <li>● Familiar with complex accounting systems</li> </ul>
<b>Desirable Key Skills Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Newly qualified or part qualified studying towards an accounting qualification such as ACA or CIMA</li> <li>● Sage experience X3</li> </ul>

Creation and Authorisation		
<i>Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
<b>Profile written by:</b> Nikki Robinson	<b>Role:</b> Financial Controller	<b>Date:</b> August 2022
<b>Approved by (operations):</b>	<b>Role:</b>	<b>Date:</b>
<b>Approved by (HR):</b>	<b>Role:</b>	<b>Date:</b>
<b>Date Job last evaluated:</b> 21 September 2022		