

Job Description:

Business Support Accountant

Function:	Government
Generic job:	Manager
Position:	Business Support Accountant
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Operations Manager
Additional reporting line to:	
Position location:	FMSP Portsmouth

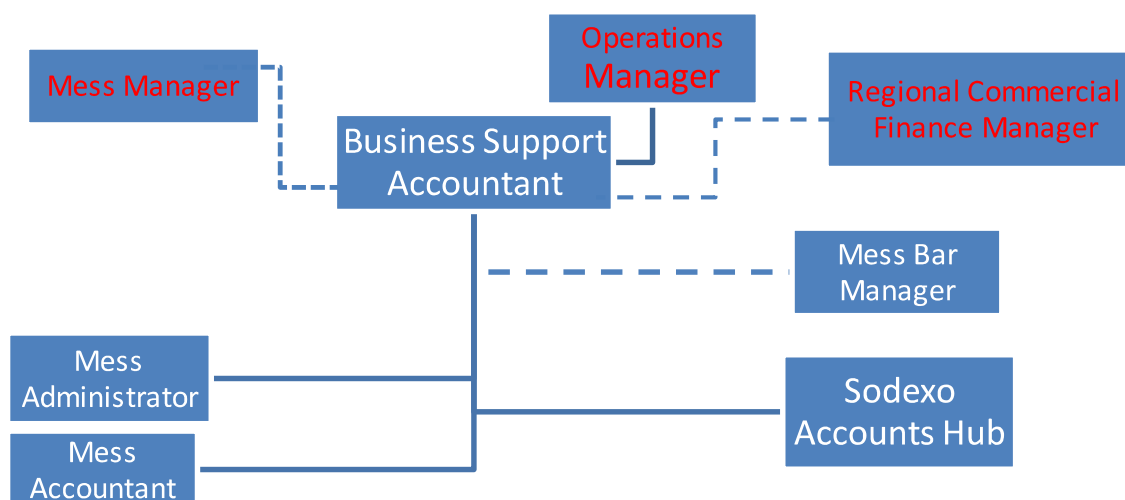
1. Purpose of the job

- Working in partnership with the client and supporting the Mess Treasurer(s) with adherence to the financial policy of the Mess or Fund
- Manage the Mess Accounts Team
- Support the Financial aims of Sodexo across the contract
- Manage the Sodexo Accounts Hub

2. Dimensions

N/A

3. Organisation chart



4. Context

- Comply with all Sodexo company policies/procedures.
- Comply with all Mess policies/procedures.
- Comply with all legislative requirements including any accounting regulations.
- Adhere to any local client site rules and regulations.
- Role model safe behaviour and zero harm mindset
- Unsociable hours in line with business requirements may be required.
- Flexibility on work schedule and location maybe required.

5. Main assignments

- Ensure that the Sage 50 accounting system is kept up to date to provide accurate information to key stakeholders as per the required schedule.
- Provide quality assurance on all required monthly reports to the client (Balance Sheet, Profit and Loss, Trial Balance, and Aged Debtors)
- Ensure compliance to the Mess Sage 50 Accounting procedures in full, and all aspects are delivered on time.
- Work with the Mess Managers to ensure communication and required reports are delivered accurately and on time.
- Process the quarterly VAT return and forward to the authority for approval and onward submission.
- Manage suppliers/subcontractors as required in support of delivery of services.
- Line manage the mess administrator and mess accountant cover these roles during any absence periods.
- Ensure accurate reports requested by the client in a timely manner to comply with mess rules and requirements.
- Process all information with discretion and strict confidentiality to comply with data protection and other security requirements.
- Continue to develop skills and knowledge within the position, including any required training courses.
- Maintain excellent client/customer relationships.
- Attend team briefs, huddles and meetings as required.
- Report any near miss occurrences, accidents, or faulty equipment to management.
- Ensure effective communication with line manager, team, customer, and client organisation.
- Line manage and support the HUB team, supporting other financial controls at site under Sodexo
- Mentor emerging apprenticeships for AAT Level 2
- Carry out any other reasonable tasks and/or instructions as directed.

6. Accountabilities

- Maintenance of accounting records in accordance with current regulations
- Accurate end of month reports are produced and issued to mess treasurer(s) within the required timeframe
- Maintain VAT records and complete returns as required.
- All monthly reports and reconciliations e.g. balance sheets, I&E, bank reconciliations are produced free from error and within given timeframes to the relevant parties

7. Person specification

- Essential:

 - Recognised Accountancy qualification to Level 4 AAT
 - Accounting software experience
 - Knowledge of Charities and VAT regulations
 - Excellent standard of literacy and numeracy
 - Good knowledge of Microsoft Office (Excel, Word, Outlook)
 - Well organised with a strong ability to work to tight deadlines.
 - Accurate data entry skills with excellent attention to detail
 - Customer service focused and committed to providing a helpful, prompt, responsive service.
 - Ability to self-manage workload to achieve requirements.
- Desirable:

 - Knowledge of Sage 50 V28
 - Experience of working within a military environment
 - Previous experience in a client-facing role

8. Competencies

N/A – this section is for management job descriptions only

9. Management approval

Version	1	Date	February 2024
Document owner	G Thatcher		

10. Sign off

Job holder name:		Line manager name:	
Job holder signature:		Line manager signature:	
Date:		Date:	