

Job Description:   
Accounts Assistant

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| Function: | | | | Finance | | | | | | | | |
| Position: | | | | Assistant Accountant | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Dinesh Kularajasingam | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | HMP & YOI Bronzefield | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| The role is a key link in managing relationships while helping to support and drive financial performance across the business contract:   * Provide financial support to the Head of Business Management and Senior management team * Manage and maintain the production of monthly reporting models and packs * Drive improvements in financial reporting and analyze underlying business performance * Support in ad hoc projects | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue |  | |  | |  | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
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|  | |  | Outsourcing growth rate: | n/a | HR in Region | tbc | |
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| Characteristics | | * Maintain the key company policies including the financial, procurement, travel, health & safety, and the management information systems. * Provide a high-quality support service liaising with all the management colleagues on all aspects of finance. * Ensure effective management of the finance department | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| **Head of Business Management**  **Finance Administrator**  **Assistant Accountant** |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Review and Analyse historical financial information for budgets and forecasts * Internal review of controls and performance against KPI’s. * Cost bench marking against other competitors in the similar market and reporting to Head of Finance. * Working to strict deadlines and deliver to the required standard. * Promote financial awareness in the wider business across all departments. * Ensure finance department runs smoothly and provide effective services to the internal and external stakeholders. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Lead person responsible for the Accounts Payable function at site for all the key departments involved in procurement of services and goods. * Responsible for the day-to-day operations of the finance department working along with the finance administrator. * Providing a support service for the prison operation and working with all internal departments and the management team & assisting external stakeholders in all business-related matters. * Supporting the month end processes and completing daily and monthly reconciliations. * Adhere to Sodexo policies and procedures and promote Sodexo values with all internal and external stakeholders. * Maintain accounting controls and procurement policies, procedures, and compliance. Carry out continuous reviews of working practices and processes to ensure efficient and cost-effective operations and suggest improvements. * Preparing monthly labour reports and variance analysis. * Analysing financial performance and contributing to the preparation of budgets and forecasts. * Able to deputise and make decisions on financial matters and advise on ways of improving performance. * Interpreting and communicating financial information and data to non-financial managers and colleagues. * Providing a support service by working with all departments and the management team to help make financial decisions. * Adapt to changes, advising on the financial implications and consequences of business decisions. * Working with peers across SJS prisons and share best practice. * Working with central business shared service accounting team on all aspects of the monthly accounts preparation and reconciliations. |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Recommend opportunities to enhance business performance through innovation and cost efficiency gained from insightful financial and commercial analysis * You will demonstrate an understanding of all reporting and governance processes, ensuring that these are fully applied, complied with and adhered to. * Ensure good accounting controls are implemented and maintained according to company policies. * Carry out continuous regular reviews of working practices and processes to ensure efficient and cost   effective operations and suggest improvements.   * Build personal effectiveness in all situations. |

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| 7. Person Specification – Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively |
| * Part qualified accountant or studying towards a recognised finance qualification from the UK recognised professional bodies (eg: ACCA/ICAEW/CIMA or any other UK recognised professional bodies) with solid experience in a commercial environment. * Understanding of financial systems and processes. * Demonstrate good foundation of accounting and bookkeeping skills. * Be able to multitask and the ability to function well in a team and work under pressure. * Highly motivated, proactive, and requires limited direct supervision and guidance. * Have advanced knowledge of Microsoft Excel. * Be committed to personal development. * Participate in training as required in order to keep up to date with all mandatory and company requirements. * To undertake duties as required that will contribute to the effective operation of HMP & YOI Bronzefield. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Financial Governance, Risk and Control | * Analysis and Decision Making | | * Financial Operations and Reporting |  | | * Technical and Professional Proficiency |  | | * Commercial Awareness |  | | * Employee Engagement |  | | * Learning & Development |  | | * Brand Notoriety |  | | * Innovation and Change |  | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | V1 | Date | 22/06/2022 | | Document Owner | Dinesh Kularajasingam | | | |

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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |