

Position Profile – Assistant Accountant

Title	Assistant Accountant
Purpose	You will work closely with both the Transactional Processing team and the Management Accountant to ensure the month end accounts are produced to time and quality.
Reports to	Finance Manager
Direct Reports	None
Key Area of Responsibility	<ul style="list-style-type: none"> You will manage monthly bank reconciliations for 3 currency bank accounts to ensure all entries are posted to our ledger and any outstanding items have been actioned to clear. You will review, reconcile and post fleet car charges monthly working closely with our fleet manager You will review overhead spend for reasonableness and compare to budget. Accrue where necessary, raise overspend issues with Finance manager and feed back to Cost Centre Manager. You will identify costs requiring prepayments, post them to our ledger and manage their release throughout the year. You will review and update all fixed assets and post depreciation to our ledger. You will manage computer lease charges, monitoring contract periods and posting charges to our ledger monthly. You will manage the review and settlement of Intercompany reconciliation working closely with your counterparts in the other Group companies. You will review, reconcile and clear the balance sheet codes under your responsibility. The above is not exhaustive and is subject to change. You will carry out any other reasonable task or tasks in connection with the job function, as requested by your manager.
Technical Competencies	<p>Career Experience</p> <ul style="list-style-type: none"> Previous experience of auto and manual reconciliations is essential. Previous experience of working in an accounts environment required. Experience of double entry accounting, raising invoices and reconciling Balance Sheet accounts required. Demonstrable experience of good customer service, including building relationships with employees and external stakeholders. <p>Qualifications</p> <ul style="list-style-type: none"> Minimum AAT level 2 or foundation stage accounting qualification essential. Educated to a good level of general education, to include literacy and numeracy. <p>Required Skills</p> <ul style="list-style-type: none"> Can demonstrate the flexibility and ability to work with multiple currency accounts. Has the ability to use Excel to an intermediate level to download data from systems and analyse it for reconciliation. Has the ability to use computerised accounting systems, preferably SAP. Has the ability to work to deadlines whilst ensuring attention to detail and quality of work. Good people skills and the ability to talk effectively about their work to non-accountants is essential for performing cost centre review with managers. An understanding of how an accounts team works and how to interact with the different roles within the team required.

<p>Ceuta Group Core 6 Behavioural Competencies</p>	<p>Effective Communication - 2 Effective at putting across their point, clearly and concisely in an individual or group environment</p> <p>Listens carefully to colleagues and clients, checking interpretation is correct to avoid misunderstandings</p> <p>Delivers concise and accurate communication, both orally and in written form</p> <p>Comprehends written, oral & directional information and takes appropriate action</p> <p>Consistently uses the correct platforms of communication for any situation</p> <p>Can combine and present information from various sources in a concise and consistent manner</p>	<p>Client Focused - 2 Can communicate a clear understanding of the client/customers' needs</p> <p>Adapts their own behaviours in order to positively impact client/customer satisfaction</p> <p>Focuses activities to drive timely and high-quality information and feedback to client/customer</p> <p>Prioritises client/ customer issues and addresses them accordingly</p> <p>Ensures consistency of service at all times</p> <p>Follows up after delivery of service to ensure client/customer needs have been met</p> <p>Consistently makes decisions focused on client/customer needs</p> <p>Takes pride in delivering a high quality of service at all times</p>
	<p>People Driven - 2 Works to create a culture of openness and trust with colleagues to deliver team goals</p> <p>Strives to consistently support colleagues, over and above own role, to ensure a collaborative and supportive working environment</p> <p>Is willing to learn from mistakes and is able to build on other suggestions avoiding defensive behaviours</p> <p>Establishes good working relationships internally and externally through positive engagement and listening</p> <p>Fosters two-way trust when dealing with contacts to develop and maintain strong relationships</p> <p>Demonstrates initiative in professional self-development outside area of responsibilities</p> <p>Actively seeks feedback from a wide range of people to enhance team effectiveness</p>	<p>Drives Performance & Efficiency - 1 Can work productively using own initiative</p> <p>Has a "can-do attitude"</p> <p>Is consistent in delivering positive outcomes and driving issues to closure</p> <p>Takes opportunities to improve and develop personal performance</p> <p>Checks for accuracy, aims to get things right first time</p> <p>Recognises sub-standard work and takes corrective action</p> <p>Comes up with new ways of looking at problems, processes, or solutions</p> <p>Promptly and efficiently completes work assignments and tasks</p>

	<p>Supports & Embraces Change - 2 Contributes positively to the change process by putting aside preconceptions</p> <p>Understands the bigger picture and accepts change in support of business needs</p> <p>Performs the job in-line with implemented changes and actively supports new ways of operating</p> <p>Recognises the impact of change on others and supports them through it</p> <p>Takes initiative to suggest ideas for improvement and positively shares feedback with others</p> <p>Seeks out ideas for continuous improvement</p>	<p>Grows the Business - 2 Can examine complex data and gather further information when necessary to make accurate, fact-based decisions</p> <p>Keeps up to date with a broad set of issues relating to the work of their team or department</p> <p>Can identify potential problems and provide effective solutions</p> <p>Focuses on the overall goal and intent of what they are trying to achieve, not just the task</p> <p>Has ability to look ahead and take appropriate action to improve performance, without relying on direction from others</p> <p>Takes an active interest in expanding their knowledge of areas related to their own role</p>
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