

North Wales Housing Role Profile



Role Title	Assistant Management Accountant	Directorate	Resources
Department	Resources	Team(s)	Finance
Responsible to	Management Accountant	Responsible for	N/A

About North Wales Housing

North Wales Housing has been providing homes and delivering services since 1974. We are a successful housing association with over 2,700 homes and we are totally committed to our communities across North Wales. We prioritise significant investment in our homes and services.

We employ around 170 people working in a diversity of roles. We are proud to display the Investors in People 'Gold' and Best Companies 'One to Watch' accreditations as we care about and value our people as they put our customer at the heart of everything they do.

Job purpose

Assist the Senior Finance team in the preparation of information for the Financial and Management Accounts.

Ensure the integrity of the Financial Ledgers, including reconciliation and journals for the Association and subsidiary companies.

Be involved in project work which enhances and improves the processes for the Finance team.

About your job

Key Result Areas/Principal Duties and Responsibilities

1. Co-ordinate and complete monthly Nominal Ledger journals, including prepayments and accruals using a systematic approach.
2. Check the Nominal and capital ledgers on a monthly basis, correcting any mis-postings as required for the Association and subsidiary companies.
3. Update the property depreciation spreadsheet with additions and disposals on a monthly basis.
4. Assist in the production quarterly Management Accounts to support accurate budgetary reporting.
5. Assist in carrying out the work required in the implementation of the new finance and housing systems.
6. Assist budget holders with budget enquiries and requests, providing financial guidance as necessary to enable decisions to be taken in a timely manner
7. Assist the Assistant Director Finance with year-end account preparation and audit.
8. Any other duties assigned by the Management Accountants and Assistant Director Finance.

Key Relationships – Internal and External

Income Team
Budget Holders

North Wales Housing Role Profile



<p>General</p>	<p>Local Authorities External Agencies Banking Auditors</p> <ul style="list-style-type: none"> You will be committed to putting the customer at the heart of everything you do. You will actively contribute towards achieving targets, key performance indicators and service standards which relate to your role and assist in taking corrective action where performance falls below required standards. Ensure all policies and procedures are adhered to and implemented at all times. This includes Health and Safety, Equality Diversity, and Inclusion and GDPR. Comply with the Association's Code of Conduct by behaving in a professional, respectful manner at all times. Take part in progress/performance reviews throughout the year. Cooperate with other NWH departments to achieve good outcomes for our residents, applicants, colleagues, and contractors. Attend training courses and complete online training modules as required to meet the requirements of the post. Take responsibility for own personal development, seeking out opportunities to learn new skills. Undertake any other duties as requested which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the business.
<p>About you</p>	<p>Essential Desirable</p>
<p>Qualifications and specific training</p>	<p>AAT or equivalent and a willingness to undertake further formal Accountancy training</p>
<p>Knowledge</p>	<p>Awareness of VAT Understanding of Tender processes Understanding of payroll and pensions processes Understanding of financial processes and how they support the business Awareness of audit procedures Understanding of financial policies and procedures Detailed understanding of service charges</p>
<p>Experience</p>	<p>Significant experience of working effectively in a finance department</p> <p>Demonstrable experience of producing management accounts</p> <p>Demonstrable experience of supporting non-finance managers to understand and develop budgets</p> <p>Demonstrable experience of supporting in/ contributing to policies and procedures</p> <p>Demonstrable RSL experience.</p> <p>Experience of using IBS system.</p>

North Wales Housing Role Profile



	<p>Demonstrable experience of journals and amendments</p> <p>Demonstrable experience in accounting or providing an accounting service to customers</p> <p>Demonstrable experience working on finance/accounting systems</p>	
Skills	<p>Highly Developed numeracy skills</p> <p>Developed IT skills, including MS Office and accounting packages</p> <p>Developed customer service abilities to ensure clear communication with customers</p> <p>Developed verbal and written communication skills</p> <p>Basic presentation skills, ability to present management accounts to managers</p> <p>Developed planning and organising skills ensuring that targets and deadlines are met</p> <p>Developed reporting skills, ability to provide management information in a concise manner</p> <p>Developed problem solving skills</p>	
Personal attributes	<p>Positive 'Can do attitude'</p> <p>Hard working, ability to produce high quality work</p> <p>Ability to work efficiently and to deadlines</p> <p>High level of attention to detail</p> <p>Ability to work on own initiative and as part of a team to achieve goals</p> <p>Proven record of adapting to change with a flexible approach to the requirements of the job</p> <p>Willingness to commit to own CPD</p> <p>You must have an ability to hold basic conversations in Welsh although you may struggle to keep up fully. (This requirement is set at Level B1 in the ALTE model – Level 2 on self-assessment form – this is available on our website under Join Our Team)</p>	<p>To be comfortable with everyday Welsh conversations/discussions specifically in relation to your job. Be confident to converse in Welsh when required. (This requirement is set at Level B2 in the ALTE model – Level 3 on self-assessment form – this is available on our website under Join Our Team)</p>
Additional requirements	<p>A Standard DBS check is required for this role</p>	

About our ways of working

Always apply NWH's values to every aspect of the role.

Open – We are transparent in the way we work and make decisions

Trust – We do what we say we will do. We behave with honesty and integrity

North Wales Housing Role Profile



Responsive – To our customers, staff and partners needs and aspirations

Learning – We look for better ways in the future. We acknowledge when we make mistakes and learn from them. We look outward to learn from others

Fairness – We are open to all but closed to prejudice. We will actively promote equity and respect diversity

Always protect and enhance the interests and reputation of NWH internally and externally

The above role profile is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.

Post Holders Signature:

Date:

Leaders Signature:

Date: