



JOB DESCRIPTION

- Job Title:** Assistant Accountant
- Reports to:** Head of Finance
- Accountable to:** Head of Finance
- Job Purpose:** To assist the Head of Finance in delivering the information required to meet Group and Statutory deadlines and in managing the Accounts Department.
- Scope:** The Accounts Department in a Division is responsible for providing financial management information to the Divisional Management as well ensuring all Accounting policies and procedures, both Group and Statutory, are adhered to within the company.

Key Responsibilities

1. Financial Information
 - Produce monthly management accounts within the Group parameters and deadlines, accurately reflecting the true and fair position of the company at that time.
 - Assist the Head of Finance in preparation of the annual statutory accounts, with supporting schedules, reconciliation's and backup.
 - Produce a draft financial commentary to the management accounts.
 - Assist in the forecasting function of the department.
2. Accounts Department
 - To be able to act as deputy to the Head of Finance in all areas of the accounts function.
 - To be able to demonstrate an overall understanding of the full operation of the accounts department.
 - Ensure the department runs smoothly, all deadlines are met and key tasks undertaken.
 - Carry out ad hoc requests from Head of Finance, MD, other departments and Group Accounts.
 - Supervision of Accounts Clerks

- Manage and maintain an effective filing system ensuring that filing is completed on a regular basis, so all records are kept up to date and in a neat and logical order.
- Work in an organised manner and ensure all paperwork is kept accurately filed/stored in a tidy desk/office environment.

3. Petty Cash

- Issue petty cash where necessary and authorised.
- Ensure that a voucher is completed for each issue of petty cash.
- Ensure that a receipt is obtained for each issue of petty cash.
- Ensure that all vouchers are authorised by the respective HOD.
- Reconcile the float fortnightly or more frequently as required.
- Raise a cheque requisition for monies spent.
- Reconciliation and cheque requisition to be authorised by Head of Finance.
- Ensure the reconciliation, cheque requisition and vouchers are batched for storage.

4. Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.

5. At all times comply with company policies, procedures and instructions.

6. Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.

Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is:-

Internal: Colleagues within the Division and Group Accounts – payroll

Decision Making Authority:

To ensure that the department is acting in accordance with the company policies and procedures and that any non-compliance is brought to the attention of the Head of Finance or MD.

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.