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| Role Title  | Financial Accountant (Fixed Assets)   |
| Function & Dept. | Finance  |
| Career Growth Level | Supporting & Co-ordinating (F)  |
| CGP Descriptor  | More complex roles which do not require significant specialist knowledge, but may work with confidential/ key information, are involved in process delivery, and may have some supervisory responsibilities |
| Team  | Financial Accounting  |
| Reports to | Financial Reporting & Controls Manager  |
| Role Purpose  | The Financial Accountant (Fixed Assets) contributes to the business by ensuring accurate financial records, manages the fixed asset register, records acquisitions and disposals, calculates depreciation, and provides reports on asset movements. The Financial Accountant (Fixed Assets) is also responsible in contributing to capital expenditure (CAPEX) processes, maintaining fixed asset controls, conducting monthly reconciliations and investigating asset obsolescence. Beyond meticulous financial management, this role extends to supporting management with analytical insights on fixed assets, preparing audit schedules, and actively participating in month-end close activities.  |
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| Key Responsibilities  |
| 1. | **Fixed Asset Register Management and Reconciliations:** Oversee the maintenance of the fixed asset register to ensure accuracy and compliance with internal policies and external reporting standards. Investigate any potential obsolescence of fixed assets and address them accordingly. Review P&L accounts for capital items to ensure proper accounting and reporting. |
| 2. | **Finance Leases:** Manage finance leases by producing accurate monthly reconciliations and ensuring relevant reporting. |
| 3. | **Recording and Reconciliation:** Ensure the timely recording of fixed asset acquisitions and dispositions, accurately calculating depreciation for all fixed assets and preparing the corresponding journal entries. Conduct monthly reconciliations of the general ledger to the fixed asset register to maintain accuracy and compliance. |
| 4. | **Financial Reporting:** Generate reports summarising movements in fixed assets (additions, disposals, depreciation & movements) in statutory format.  |
| 5. | **Financial Planning & Analysis**: Liaise with CAPEX owners to prepare quarterly and annual CAPEX budgets and depreciation forecasts. Additionally, submit monthly CAPEX forecasts along with variance analysis. Conduct various analyses related to fixed assets as requested by management to ensure accurate and informed financial planning. |
| 6. | **Capital Expenditure Processing:** Review and process CAPEX business case requests to ensure they comply with internal CAPEX policy. Additionally, review and approve CAPEX purchase orders, ensuring the accuracy of the categories and account codes used. |
| 7. | **Audit Support:** Prepare audit schedules related to fixed assets and assist auditors in their inquiries. |
| 8. | **Month-end Support:** Assist the Financial Reporting & Controls Manager with month-end reporting processes, ensuring adherence to business processes and policies. |
| 9. | **Implementation of New Accounting Standards:** Support the Financial Reporting & Controls Manager in the transition project related to changes in accounting standards for leases, ensuring a smooth and compliant transition. |
| 10. | **Ad-hoc Projects:** Collaborate with other teams to ensure accurate accounting for capital projects and provide insight to support decision making. |
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| Person Specification  |
| 1. | A degree in Accounting, Finance, or a related field. Has or is studying towards professional accounting qualifications (e.g. ACA, ACCA, CIMA) necessary. |
| 2.  | Strong technical accounting knowledge, particularly around fixed assets and leases. |
| 3. | Proven experience overseeing and maintaining the fixed asset register with a strong commitment to accuracy and completeness. |
| 4. | Demonstrated proficiency in the timely recording of fixed asset acquisitions and disposals, coupled with a sound understanding of depreciation calculations. |
| 5. | Skilled in generating comprehensive statutory reports detailing fixed asset movements and adept at preparing future projections for depreciation in line with forecasts and budgets. |
| 6. | Efficiently review and process (CAPEX) business case requests, ensuring alignment with company policy. |
| 7. | Ability to conduct monthly reconciliations of the general ledger balance to the fixed asset register, coupled with a proactive approach to investigating potential fixed asset obsolescence. |
| 8. | Capable of providing valuable analyses related to fixed assets as requested by management and actively contribute to the month-end Close process. |
| 9. | Proficiency in financial systems (desirable if experience of using Dynamics 365) and advanced Excel skills. |
| 10. | Excellent communication skills with the ability to convey financial information clearly to diverse stakeholders. |
| 11. | Demonstrated ability to adapt to changing priorities, take initiative in process improvements, and work collaboratively in a dynamic environment. |

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| Key Competencies |  | Level  |
| 1. | Business Acumen | 1 |
| 2 | Relationship Management  | 1 |
| 3. | Communication Skills  | 1 |
| 4. | Process Management  | 1 |
| 5. | Project Management  | 1 |
| 6. | Quality Ownership  | 1 |

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| Value Behaviours  |  | Level |
| 1. | Responsibility  | 1 |
| 2. | Passion  | 1 |
| 3. | Customer First  | 1 |
| 4. | Agility  | 1 |
| 5. | Family  | 1 |

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| Version  | Date  | Description  | Approved by  | Date  |
| 1.0  | August 2024  | Original  | HR  |  |