

JOB DESCRIPTION

JOB TITLE:	Assistant Financial Accountant
MANAGED BY:	Financial Accountant
GRADE:	8

BACKGROUND

The West of England Combined Authority is seeking to appoint an Assistant Financial Accountant to join the Finance team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting to the Financial Accountant, the Assistant Financial Accountant will provide support on a wide range of financial activities including aiding in the preparation of the financial statement of accounts, liaising with internal and external auditors, assisting with the Treasury Management function undertaking day-to-day Treasury Management activities, journal preparation, VAT and other Government returns, balance sheet reconciliations and project support.

KEY RESPONSIBILITIES

- To assist the Financial Accountant in the preparation and production of the final statement of accounts in accordance with International Financial Reporting Standards including the production of disclosure notes and supplementary financial

analysis within agreed timetables. Liaising with both Internal and External Auditors.

- To assist in the preparation of balance sheet control accounts monthly and maintaining appropriate documentation to support the audit.
- To assist the Financial Accountant on treasury management including maintaining the cashflow forecast, ensuring it is updated with relevant information from colleagues in the Finance Team and reconciled daily. Assisting in the production of outturn reports.
- To assist in the arrangement of investments with brokers and markets, acting within the approved strategy statement with respect to duration, counterparty limits, etc.
- To assist with timely settlement of all treasury payment instructions and transactions, ensuring the maintenance of accurate, secure and up-to-date documentation and records in relation to all activities, including the sending and receipt of treasury confirmations.
- To prepare and monitor promptly and accurately relevant claims and returns, including the quarterly VAT return.
- To complete balance sheet control account reconciliations monthly and maintain appropriate documentation to support the audit.
- To plan and prioritise own workload in order to meet the deadlines for reporting to directors, managers and political decision makers.
- To contribute to effective and accessible communication with staff, service users, the general public and others as appropriate.
- To challenge and improve financial systems, processes, and controls.
- Any other duties as requested commensurate with the grade.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- AAT level 4 or equivalent qualification
- Knowledge of financial accounting processes and approaches.

Experience

- At least 2 years experience in a business or financial environment.
- Experience of providing financial support in a dynamic and complex organisation.
- Experience of providing regular financial management information to tight deadline.
- Experience of performing complex reconciliations.

Skills and Competencies

- Excellent numeracy skills with strong attention to detail and accuracy.
- Knowledge of accounting systems, preferably including Agresso.
- Excellent written and verbal communication and inter-personal skills.
- Excellent organisational and time-management skills with ability to prioritise, multitask and manage a busy workload.

Proactive with the ability to use initiative and work autonomously without close supervision.

- Articulate, resilient, flexible and able to work as part of a team and under pressure.
- High degree of motivation and personal enthusiasm.
- Advanced Excel skills.

DESIRABLE

Qualifications and Knowledge

- Educated to degree level, ideally in Accounting.
- Experience of local government finance.
- Knowledge of Treasury Management.
- Knowledge of VAT in local government.
- Be able to deal with several complex and conflicting issues simultaneously.
- An understanding of the current issues affecting local government finance specifically and local authorities more generally.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour

It also means that anyone who provides services to, or has



contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

