



**South Yorkshire
Housing Association**
Delivering quality local living

JOB DESCRIPTION

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| JOB TITLE | Financial Accountant |
| Salary grade | 5B £34,652 - £37,745 |
| Department | Finance |
| Responsible to | Assistant Finance Director |
| Responsible for | Finance Officers, Finance Assistants, Finance Administrators as appropriate |
| Cover for | Assistant Finance Director, Financial Accountant |
| Cover by | Assistant Finance Director, Financial Accountant, Finance Officer |
| Liaising with | All Departments |

1 PRINCIPAL AIMS

- 1.1 Work with the Assistant Finance Director and other Accountants to deliver an effective finance service for the SYHA Group
- 1.2 Provide financial input to supporting projects across the group, including financial modelling, due diligence, investment appraisal and give financial support to a variety of stakeholders across the business to assist in decision making
- 1.3 Develop and maintain accounting records, policies, procedures and controls in line with legal requirements and accounting best practice for aspects of financial accounting as delegated by the Assistant Finance Director/Finance Director.
- 1.4 Supervise and lead the financial accounting team
- 1.5 Ensure compliance with regulatory, legal, statutory and accounting requirements for the Association as delegated by the Assistant Finance Director.
- 1.6 Take a proactive approach to systems development and process improvement within area of responsibility and contribute to the overall development of the services provided by the finance function of the Association, including implementation and development of ICT systems.

2 MAIN DUTIES

Business Planning

- 2.1 Assist the Assistant Finance Director in preparation of SYHA and Group Business Plans
- 2.2 Assist in stress testing of the Business Plan and reporting outcomes to Board
- 2.3 Control and update elements of the Business Plan

Compliance and Business Assurance

- 2.4 Supervise payroll activities in line with the SYHA Group policies and legal responsibilities
- 2.5 Ensure all group tax returns are properly completed and submitted on time; keep the Group informed of relevant taxation issues (including VAT and income tax) and deal with HMRC on queries and support on meetings with tax advisors
- 2.6 Maintain an up to date knowledge of tax, regulatory, pensions and accounting issues, particularly those specific to Housing Associations
- 2.7 Act as the main contact and advise staff on VAT implications of proposed income and expenditure
- 2.8 Review tax, legislative and other developments which may have an impact on the accounting policies of the Group and implement amendments and disclosures required.

Other

- 2.9 Maintain the Group's various reserves accounts and manage the intra-group agreements
- 2.10 Prepare and submit various financial returns for Companies House, the Regulator and other statutory bodies
- 2.11 Undertake Company Secretarial duties as delegated by the Finance Director
- 2.12 Prepare and reconcile schedules for the Association's annual financial statements as requested by the Assistant Finance Director.
- 2.13 Respond to reports on relevant financial accounting matters prepared by internal auditors
- 2.14 Undertake any other duties, in line with the spirit of this job description, as requested by the Assistant Finance Director
- 2.15 Undertake any training relevant to the post
- 2.16 Work in accordance with the Association's Diversity Policy
- 2.17 To attend team meetings, supervisions and appraisals as required
- 2.18 Occasional out of office hours working may be required – for attendance at evening meetings



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CONDITIONS OF SERVICE

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|----------------------|--|
| JOB TITLE | Financial Accountant |
| Salary grade | 5B £34,652 - £37,745 |
| Hours | 37 hours per week Most members of staff work flexible hours as agreed with their line manager. |
| Leave | 27 days annual leave, plus 8 statutory Bank Holidays and 4 additional days at Christmas, Easter, Spring and August Bank Holiday (all pro rata). The leave year runs from 1 April to 31 March. |
| Pension | You are eligible for membership of the Association's contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS. For more details please contact the HR Department. |
| Unions | SYHA recognises Unite and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service. |
| Car Allowance | This post does not attract essential car user allowance. |
| Car Parking | The post holder will not be issued with a permit for the Wellington Street Car Park. |
| Job Share | The post is open to job share. |
| Location | Sheffield Office |
| No smoking | SYHA operates a no-smoking policy within all our offices. |



PERSON SPECIFICATION

JOB TITLE

Financial Accountant

| Criteria | Essential |
|--|--|
| Impact on Others | 1. Ability to effectively manage and motivate staff 2. Ability to communicate well both verbally and in writing with a wide range of people 3. Ability to work effectively in collaboration with a variety of staff |
| Motivation | 4. Ability to work on own initiative and with minimal supervision and to strict deadlines 5. Enthusiastic, optimistic, resilient attitude and flexible to the demands of the job |
| Values | 6. Demonstrate strong commitment to service quality and equal opportunities 7. Commitment to SYHA values |
| Professional Know-how & Qualifications | 8. Experience of preparing financial models and the ability to develop financial appraisal systems to support new business decision making 9. Ability to research and keep up to date with legal and statutory requirements relating to taxation, pensions and associated payroll matters 10. Knowledge of current accounting concepts and techniques and an understanding of issues relating to the preparation of statutory accounts, regulatory and other returns for Companies House, Regulators and other statutory bodies 11. Ability to apply continuous improvement to the use of computer software and ICT systems within a finance function |
| Problem Solving | 12. Ability to evaluate options and recommend solutions 13. Ability to make informed decisions quickly in order to resolve problems |
| Work Related Circumstances | 14. Ability to use spreadsheets at an advanced level |