

## **North East Access to Finance Group**

### **Company Accountant - Job Specification**

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#### **Duties and responsibilities**

Processing of transactions on all ledgers for parent company and all subsidiaries.

Maintenance of purchase ledgers and supplier payment routines for parent company and all subsidiaries.

Daily maintenance of bank accounts and regular reconciliations for all Group companies.

Monitoring of bank deposits to ensure compliance with Group idle funds policy.

Responsible for preparation of quarterly management accounts and related reports to Boards for a number of subsidiary companies.

Maintenance of legacy deployment forecasts.

Maintenance of database of investee businesses.

Assistance with preparation of Finance for Business NE Fund Quarterly Reports.

Dealing with responses to day-to-day financial queries and requests for information from Fund Providers, Fund Managers, Directors and colleagues.

Assistance to Finance Manager with preparation of annual statutory financial statements for subsidiary companies.

Assistance to Finance Manager with preparation of group annual consolidated accounts.

Assistance with non-recurring tasks for Finance Manager as required from time to time.

General support for colleagues.

#### **Reporting lines**

The role reports to the Finance Manager.

#### **Skills required**

Qualified by experience.

Fluency in SAGE, WORD and EXCEL (including use of pivot tables).

Experience of corporate internet banking.

#### **Salary guide**

Up to £30,000 dependent upon experience. Contributory pension scheme and discretionary bonus arrangement.

The appointment is subject to satisfactory references and DBS checks.

**October 2020**