L&Q Group

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| Role title | Development and Sales Accountant | | | | | | | Date | | | 26.05.2017 | | |
| Reports to Title | Development & Sales Finance Manager | | | | | | | Version | | | 1 | | |
| **DBS Disclosure Required:** | **Yes** |  | **No** | **✓** | **Standard** |  | **Enhanced** | |  | **Enhanced +** | |  | |
| **Responsibility for End Results** | | | | | | | | | | | | | |
| Purpose: To provide a management and financial accounting services for development, construction and sales activities. | | | | | | | | | | | | | |
| Key Responsibilities / Deliverables: | | | | | | | | | | | | | |
| **Main Accountabilities:** List in order of priority, the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. | | | | | | | | | | | | | ***Time***  ***(%)*** |
| 1. To produce monthly, quarterly and other ad hoc management account reports and key indicators for the relevant areas. | | | | | | | | | | | | | 20 |
| 1. To provide a comprehensive financial service, ensuring that financial and accounting records are accurately reflected in the accounting systems. | | | | | | | | | | | | | 20 |
| 1. Develop a strong working relationship with our external development partners, gaining knowledge of their systems, timetables and reporting capabilities to ensure the receipt of accurate and timely information | | | | | | | | | | | | | 20 |
| 1. To assist in the coordination the production of annual budgets with the relevant budget holders. | | | | | | | | | | | | | 10 |
| 1. To assist in the production of annual statutory financial statements, and notes to statements for the relevant area of responsibility and liaise with external auditors during interim and annual audit. | | | | | | | | | | | | | 10 |
| 1. To provide regular forecast of expected outturn for the year based on available evidence and assist budget holders in monitoring their budgets and delivering their operational targets. | | | | | | | | | | | | | 5 |
| 1. To support management in the delivery of the Finance divisional plan. | | | | | | | | | | | | | 5 |
| 1. To assist Heads of departments in making decisions based on financial assessments. | | | | | | | | | | | | | 5 |
| 1. To assist in the development of the Group financial information systems. | | | | | | | | | | | | | 5 |
| 1. Deputise for the manager in their areas of responsibility as and when required. | | | | | | | | | | | | |  |
| 1. Develop and deliver a customer service led approach to service delivery to internal customers. | | | | | | | | | | | | |  |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | |
| £100m+ Sales Revenues and £250m+ stock. | | |
| **People Responsibility:**  Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | 0 | 0 |

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| **Technical Knowledge/Skills** | |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications | |
| * Sector/specialist knowledge & experience: essential to have Accounting experience and preferential if related to construction and residential property development. | * Excellent communication, presentation and influencing skills. |
| * Strong project management and organisational skills. | * Academic & professional qualifications: CCAB Qualified Accountant or Finalist (registered with professional body to complete finals within 6 months). |
| * IT literacy in MS Office is essential along with the advanced knowledge of excel for reporting and monitoring. |  |
| **L&Q Values** | |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. | |
| **People** | |
| * We care about the happiness and wellbeing of our customers and employees | |
| **Passion** | |
| * We approach everything with energy, drive, determination and enthusiasm | |
| **Inclusion** | |
| * We draw strength from our differences and work collaboratively | |
| **Responsibility** | |
| * We own problems and deliver effective, lasting solutions | |
| **Impact** | |
| * We measure what we do by the difference we make | |
| **Other** | |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | |