



JOB DESCRIPTION

Assistant Accountant Level 3

About Citizen

With over fifty years of experience, we have grown to be one of the UK's most trusted social housing providers, Citizen owns and manages 30,000 homes for diverse communities across the West Midlands, from urban tower blocks to rural villages and towns. Find out more about the work we do here: [Citizen](#)

Job Purpose

You are responsible for the financial monitoring and reporting of designated budget areas and providing accurate financial support to Budget Holders.

To assist and support the Accountant in providing accurate and timely monthly management information to the Head of Financial Reporting, Financial Reporting Manager and Budget Holders.

Responsibilities

- Provide financial advice, assistance, and support to Budget Holders in relation to income and expenditure in order for them to operate effective financial controls and forecasting.
- To undertake budgetary control meetings to ensure effective budgetary control is being carried out.
- Responsible for reconciliation of control accounts on a regular basis.
- To assist the Accountant in the production of information for the statutory accounts.
- To assist the Accountant in the production of monthly management accounts, including forecasting outturns, for consideration by Budget Holders.
- Assist the Accountant with the setting of budgets as part of the annual Business Plan update to include assisting the Budget Holders understand the importance of Value for Money.
- Write or amend reports from the finance database (Open Accounts) and write ad hoc reports as requested by the Accountant.
- To oversee and provide advice, training and coaching to the Finance Technicians across the Finance Team, as required.
- Be alert to opportunities to improve procedures to simplify/streamline existing procedures and discuss with the Accountant.
- Ensure good communication both verbally and in writing with internal and external customers.
- Comply with the Company's Health and Safety policy on all safety and health requirements. All work to be undertaken in line with the Group's policies and procedures, including Health & Safety, Customer Involvement, Equality and Diversity and Safeguarding.

This Job Description is not exhaustive, you may, at any time be required to carry out additional duties or responsibilities, which fall reasonably within the remit of this role, or in accordance with operational requirements.

- Undertake any other duties that are within the scope of the position and its grading.

To fulfil the requirements of this role you will have experience, skills, and knowledge in the following areas:

- 5 GCSE's Grades A-C (including Maths & English), or equivalent.
- Part Qualified AAT or equivalent
- Knowledge of computerised accounting systems
- Minimum 2 years' experience within an account's environment providing accurate, reliable, and timely financial information to Budget Holders
- Intermediate Excel skills
- Ability to prioritise and work under pressure to meet deadlines.
- Ability to evaluate report results for reasonableness and recognise when further analysis is required.
- Ability to present and explain the findings of data analysis to the Accountant and/or to non-finance staff in a clear and understandable manner in meetings.
- Ability to manipulate and analyse large volumes of financial and performance data.
- Proven ability to produce ad hoc reports.
- Develop good working relationships with internal customers.
- Ability to use Excel functions and develop Excel solutions to achieve objectives.
- Ability to review processes and recommend improvements to work more efficiently.
- Ensure that work is carried out, as advised by the Accountant, in accordance with Group policies and procedures, Group Standing Orders and Financial Regulations and Accounting Standards
- Ability to assist and/or provide cover for the other members within the team.
- Knowledge of Housing sector

Citizen Values – It is important that you live our values.

- **BRAVE** – I positively challenge, I actively encourage contribution and I make decisions and take ownership
- **AMBITIOUS** – I am driving positive change and innovation, I positively seek solutions and I strive for excellence.
- **HONEST** – I am truthful and open, I do what I say I will do, and I listen and learn from feedback
- **CITIZEN** – We work together on shared objectives, we create an inclusive environment for all, and we think customer first

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