

## **JOB DESCRIPTION**

**JOB TITLE:** Financial Accountant

**ORGANISATION:** UK Biocentre Limited, a subsidiary of UK Biobank Limited

**REPORTS TO:** Finance Consultant

**LOCATION:** UK Biocentre Limited, Units 2 & 3, Java Park, Bradbourne Drive, Tilbrook, Milton Keynes, MK7 8AT

### **PURPOSE OF THE ROLE:**

Reporting to the Finance Consultant this role requires a qualified accountant with experience of working in a management accounting role.

The Financial Accountant needs to manage a range of tasks in parallel, with a flexible and pragmatic approach and with a focus on delivery of high quality outputs within defined timelines. The role is a business partnering role and requires an experienced accountant who is able to communicate financial principles to non-financial people in an effective manner.

The role will be a key member of a small finance team, who will need to be able to work independently, as the other members of the finance team will be based at Head Office in Stockport (i.e. this role is geographically separate from the rest of the Finance team).

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Preparing management accounts on monthly basis within set deadlines including:
  - Preparation and posting of trade debtor and creditor provisions, accruals, prepayments and depreciation,
  - Confirming completeness of labour costs by ensuring that timesheets have been completed and posted for all staff,
  - Examining project margins to ensure that revenues and costs are complete and allocated correctly,
  - Posting to the nominal ledger and reviewing ledgers to ensure accuracy and completeness, and
  - Completion of Business Performance key performance indicators.
2. Maintain an accurate and update Sales Order book and Opportunities tracker (“SOB”) such that:
  - Reports can be generated for presentation at regular meetings with Management and Project Managers, and
  - Revenues are available for budgeting and forecasting purposes.
3. Control of the Sales Ledger ensuring that:
  - Sales are complete and accurate taking into accounts contractual terms and milestones, information included in the SOB and discussions with Project Managers, and
  - Credit control is effective.
4. Preparation of annual budgets and regular forecasts and the subsequent reports for review by Management
5. Preparing cash flow forecasts based on budget, actual and forecasts revenues and costs
6. Gathering and preparing information for the external, statutory audit of the annual financial statements, corporate compliance and as and when internal audits take place.

7. Preparing ad-hoc analysis reports on the performance of the business against budget and forecasts.
8. Preparing ad-hoc reports/summaries as required by senior management.
9. Identify opportunities to reduce costs and improve financial performance and processes.
10. Develop financial models to aid budgeting and forecasting and to assist Project Managers with their forecasting and monitoring of costs.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Qualified Accountant with post qualification experience of working in a management accounting role within an SME (“Small Medium Sized Enterprise”).
2. Ability to work without close supervision and in a location remote from line management.
3. Experience and understanding of project costings.
4. Proactive, organised and capable of working in an independent manner and to strict deadlines.
5. Excellent problem solving and organisation skills with a methodical approach to working.
6. Attention to detail and accuracy and to complete tasks to a high standard.
7. Strong analytical skills and an ability to communicate with all levels of an organisation and to financial and non-financial staff.
8. Ability to develop and adapt the role to requirements of the organisation as it continues to grow.
9. Respect of confidentiality.
10. IT Literate.

### **DESIRABLE CRITERIA**

1. Use of SAGE 200 and in particular the Project Accounting module
2. Familiarity with ISO standards (ISO 9001, ISO 15189, ISO27001).