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**JOB DESCRIPTION**

**Project Accountant**

**Location:** Trafford House

**Hours:**  Full time (35 hours per week)

**Salary: £40,378 to £42,469**

**Responsible to:** Head of Finance and Business Excellence

**Purpose of the Post**

Lead, manage and implement projects to deliver effective systems and processes within the FinanceTeam.

Ensure effective and accurate financial accounting and management of organisational wide projects.

Support the Head of Finance to deliver operational and strategic plans.

As a senior member of the Finance team, you will ensure that financial controls are implemented and applied throughout the Group in accordance with the Delegatory Framework.

**Key Responsibilities**

**Systems Development & Improvements**

* Build and maintain effective working relationships with the IT providers of the financial management system, the rent accounting system and other key systems utilised by the Finance Team
* Develop detailed knowledge of the functionality available within the systems utilised by the Finance Team.
* Research best practice in financial and rent accounting systems.
* Develop effective working relationships with other housing providers to learn how systems used by the Finance Team can be more effectively utilised.
* Develop and maintain effective working relationships with the Finance Team to understand and analyse how systems currently operate, to determine where improvements are required and would have the greatest impact on operational effectiveness
* Based upon knowledge of available functionality, in consultation with providers and MSV colleagues, develop robust, prioritised, resourced plans to implement systems improvements
* Lead and monitor the implementation of system improvements, providing regular project monitoring reports to the Head of Finance
* Conduct reviews of all improvement projects within six months of completion, to evaluate the outcomes and learning to apply to future projects. Report all reviews to the Head of Finance and communicate to the Finance Team.

**Organisational Project Support**

* Ensure organisational wide projects, including digitalisation, are correctly and appropriately accounted for.
* Provide financial support to organisational projects, providing reports and attending meetings as required
* Provide guidance on financial matters to project leads
* Lead on any financial system changes required as a result of organisational projects

**Compliance and Risk**

* To support internal audit work
* Keep up to date with changes and best practice in relevant legislation and regulatory issues, recommending and implementing changes in policies and procedures that will improve compliance and service delivery.
* Deliver services within the Group’s Risk Management Framework and ensure that risks are effectively managed.

**Other**

* Work within and apply the values, policies, procedures and regulatory framework of the Group as per the Corporate Plan.
* Comply with and apply all Health and Safety policies and procedures.
* Support and contribute to the Group’s approach to health and wellbeing.
* Be fully committed to and promote equality and diversity in all activities associated with the Group.
* Apply the principles of data protection and always maintain the confidentiality, integrity and accuracy of the Group’s data.
* Represent the Group in a professional manner at all times.
* Undertake such other duties as may be reasonably required by the Group.

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**Person Specification**

**Project Accountant**

**1. Appropriate Professional Qualification**

* Qualified accountant (ACA / ACCA / CIMA / CIPFA) or final stages of qualification (ACA/ACCA/CIMA/CIPFA) with extensive experience working in a finance department(E)
* Evidence of and commitment to continual professional and personal development. (E)

**2. Experience and Track Record**

* Proven track record of developing and implementing project plans (E)
* Experience of working in a complex finance team within a regulated sector. (E)
* Experience of working within the social housing sector (D)
* Experience of working collaboratively with multi-disciplinary teams.(D)
* Demonstrable record of improving systems and processes. (E)
* Experience of process mapping. (D)

**3. Knowledge and Skills**

* Ability to plan, prioritise and organise effectively to meet changing needs.(E)
* Excellent interpersonal skills to motivate teams to work differently. (E)
* Tenacity to ensure projects are delivered to budget and timescale (E)
* Knowledge of OpenAccounts and Orchard Rents Module (D)
* Excellent IT skills including advanced use of Excel, knowledge and use of finance and feeder systems, relevant processes, dependencies and interfaces. (E)
* Interpersonal and presentation skills to enable effective communication in a variety of settings. (E)

**4. Personal Characteristics**

* Strong commitment to the values and aims of the organisation. (E)
* Authentic, resilient, encourages innovations and has a positive outlook. (E)
* Professional approach to the role and commitment to achieving high standards.(E)

Key: E: Essential D:Desirable