Job description: **Financial Accountant**

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| Job Level: **Senior Officer** | Salary: Starting from **£39,260** + benefits | Department: Finance & Resources | Reports to: Finance ManagerDirect reports: n/a | Role Duration: Permanent | Work Location:**Hybrid** – minimum 1 day a week from the office (41 Portland Place, London) and at home. |

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| **Summary purpose - what you will be achieving.**The Financial Accountant will provide a high quality financial accounting service to support the effective and efficient management of the Academy’s financial resources. The role is responsible for ensuring that the underlying accounting records of the Academy of Medical Sciences (AMS) and Academy of Medical Science Trading Limited (AMSTL) are accurate and up to date. You will contribute towards continuous improvement of the Academy, ensuring the reliability of financial reports, ongoing regulatory compliance and overseeing efficient, accurate processing of transactions. |

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| **About the role – what you will be doing.*** Support the process of producing accurate and reliable financial accounts for AMS group
* Contribute to timely management and statutory reporting, ensuring compliance with statutory and regulatory requirements
* Ensure accuracy of transactions coded to purchase ledger and sales ledger, including application of correct VAT treatment
* Support the Finance Manager in ensuring all income and expenditure incurred by AMS group is accurately accounted for in the financial accounts and that timely closure is achieved for month-end and year-end
* Support the cash management of AMS group, to ensure sufficient cash flow to meet operational requirements
* Support the Finance Manager in ensuring monthly balance sheet reconciliations are completed in a timely manner and reviewed for accuracy
* Assist in maintaining fixed asset register ensuring accurate reporting in financial accounts
* Assist in maintaining investment schedules, ensuring reconciliation and accurate reporting
* Oversee an efficient and effective credit control process and ensure timely collection of debts owing to AMS group
* Ensure timely reconciliation of bank accounts
* Ensure reconciliation of CRM (Salesforce) to finance system (Iplicit)
* Liaise with fellowship and fundraising team and support the preparation, reconciliation and submission of accurate and timely gift aid claim ensuring compliance with regulatory requirements
* Oversee reconciliation of the trading entity’s booking system (Rendezvous) to finance system (Iplicit)
* Ensure VAT is properly accounted for in line with regulations, and support the preparation, reconciliation, and submission of quarterly VAT returns for the AMS group to HMRC
* Provide technical advice and support to the Finance Officers as needed and foster a collaborative working environment
* Support the Finance Manager with production of financial reports as required
* Support the Finance Manager in ensuring all procedures relating to financial accounting are up to date
* Provide cover as required for other members of the finance team
* Other reasonable duties commensurate with the job grade
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| **About you – what you bring to the role.** * CCAB qualified, or studying at final level with relevant experience
* Demonstrable technical accounting knowledge and a minimum of one year experience in a similar role in the charitable sector
* Demonstrable experience of consolidated accounts and reconciliation
* Experience of complex balance sheet and bank account reconciliation
* Experience of managing strong financial controls and embedding effective processes and policies
* Relevant credit control experience and an understanding of best-practice credit control processes
* A good understanding of VAT gained through practical experience
* Demonstrable advanced Microsoft Excel, reporting tools and database skills
* Strong administrative skills including a very high level of attention to detail and accuracy, even under tight deadlines
* Ability to work flexibly within a busy team environment and willing to support colleagues and adapt to new working practices as required to ensure efficiency and effectiveness of the team
* A professional and proactive outlook with the ability to take responsibility and personal ownership over tasks, to multi-task, to balance priorities and meet deadlines and to deal with confidential and sensitive information
* Takes pride in work and is personally motivated to achieve high quality standards as well as encouraging others to do so
* Develops positive working relationships with colleagues within own area of responsibility and across the organisation
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| **Benefits*** Salary progression framework
* Hybrid and agile working
* 29 days annual leave including Christmas closure dates, plus bank holidays.
* Pension (the Academy contributes 7.5% of gross salary to a pension scheme, with an employee contribution of 3%).
* Life assurance
* Season ticket travel loan (interest free)
* Family friendly benefits (enhanced maternity and paternity leave, coaching for parents returning to work)
* Subscription to Headspace and Class pass
* Staff training to support your development including EDI training ([you can see more information on our EDI values, principles, and behaviours here](https://acmedsci.ac.uk/file-download/39733116))

[For information about the Academy and our strategy 2022-2032 click here](https://acmedsci.ac.uk/about/ourwork/strategy-2022-2032).[Click here for information about working at the Academy and the agile and flexible working style available and the full range of staff benefits](https://acmedsci.ac.uk/about/administration/work-for-us/working-at-the-academy) |