



# Role profile

<b>Job title</b>	Assistant Accountant	
<b>Role family</b>	<b>Management responsibility:</b>	
Finance	Does this role have management responsibility for others? (delete as appropriate) No	Team contributor
<b>Overall purpose of role</b>		
<p>The role is to provide complete financial support to a number of District Societies, supporting their treasurers and office holders with the provision of accurate and complete financial information. To ensure the finances of the District Societies are managed in an efficient and effective manner and in line with both internal (ICAEW and District Society) and external financial guidance and best practice. To support the regional team in delivering the ICAEW strategy and supporting members locally through the District Societies. To support the ICAEW central finance team where required.</p>		
<b>Main responsibilities of role</b>		
<ul style="list-style-type: none"><li>• To provide complete financial support to the District Societies, including monthly management accounts, regular management information (including aged debtors and creditors, financial outcome of events and courses), statutory returns when required (e.g. VAT returns) and annual reports and financial accounts. To ensure all such information is accurately and timely recorded in accordance with the agreed service levels.</li><li>• To raise all Sales Invoices from the District Societies when requested.</li><li>• To process all Purchase ledger and pay bills where required.</li><li>• To be the first point of contact for District Society enquiries, from both internal and external sources.</li><li>• To respond to ad hoc queries in an effective and efficient manner.</li><li>• To contribute to the continual development and improvement of the service provided, building effective relationships with the District Society office holders.</li><li>• To liaise with the Regional Executives and the District Society Treasurers in providing financial information.</li><li>• To liaise with the Income and Credit and Events teams to ensure accurate reporting of information for the District Societies. To obtain accurate financial data from, and provide to, the ICAEW central finance team and external reporting accountants where required.</li><li>• Specific duties will vary from time to time in line with the business needs.</li></ul>		

## ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

### Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

### **Insight**

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

### **Integrity**

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

### **Candidate profile**

Please list any technical (non-behavioural) competencies which apply to the role.  
NB to be compliant with age discrimination legislation please avoid referring to years of experience.

- Knowledge of intermediate excel, including ability to manipulate reports and analyse data
- Knowledge of intermediate word - to enable preparation of management accounts and other financial reports
- Knowledge of accounting packages including QuickBooks Online
- Accountancy qualification - studying for or completed AAT as a minimum
- Good communication skills as role liaises with a wide number of both internal and external stakeholders both by telephone and email
- Highly developed organisational and administrative skills