



Role profile

Job title	Financial Accountant	
Role family	Management responsibility:	
Finance	Does this role have management responsibility for others? No	Team Contributor
Overall purpose of role		
<p>To provide a professional financial accounting service to the ICAEW and its related subsidiaries, which inspires the confidence of management, board and council and members in the reporting of financial performance and enables strategic decision-making to be carried out.</p> <p>The role is to support the Head of Financial Accounting and Transactional Reporting, with all financial accounting tasks including, preparation of the statutory accounts, assistance with the external audit and the provision of ad-hoc financial reporting across ICAEW.</p>		
Main responsibilities of role		
<ul style="list-style-type: none"> • Preparation of financial statements for ICAEW and its Subsidiaries and Associates including – <ul style="list-style-type: none"> ○ Preparing draft financial statements ○ Creating supporting schedules • Day to day management of the interim and year end audit <ul style="list-style-type: none"> ○ Ensure audit files are uploaded promptly ○ Liaise with auditors and other finance teams to resolve issues and queries ○ Ensure year end timetable is adhered to. • Subsidiary and associate accounting (monthly management and annual statutory accounts) • Day to day management of fixed assets, to include ensuring that ICAEW adopts the most appropriate accounting policies and estimates (asset lives) and accounts for fixed assets appropriately under IFRS (with special attention to leases) • Ensure processing of data into the accounting system for each entity is done in a timely and accurate manner in line with the month end timetable • Monthly balance sheet reconciliations on all accounts. • Where changes to IFRS are on the horizon, ensure that all relevant wider team members are aware of the implications for ICAEW, and that appropriate changes are made in a timely manner • Production of the monthly purchase order reports, providing feedback and guidance as appropriate to the business • Provide support to trust accountants (monthly management and annual statutory accounts) • Provide support to district society and student society accountants (monthly management and annual statutory accounts) • Provide accounting support to the Investment and Treasury Manager and Tax Manager • Work closely with Finance Business Partnering Team on Financial Accounting matters • Specific duties will vary from time to time in line with the business needs 		

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

- Relevant accountancy qualification and strong experience in financial accounting
- Technically strong (able to evidence regular and up to date PQE, particularly with respect to recent IFRS changes)
- Proactive and committed, with a real desire to help improve ICAEW and team performance
- Able to inspire confidence from their peers and directors and build strong, credible relationships
- Strong process and project skills and an enthusiasm for change management
- Resilient with a keen eye for detail and a “right first time” culture
- Build relationships across ICAEW to develop full understanding of operations
- Able to communicate clearly, both verbally and in writing
- Strong Excel skills
- Experience using Microsoft Dynamics NAV or similar and preferably also with Jet reporting.