



JOB DESCRIPTION

SECTION 1: JOB SPECIFICATION

Job Title: Assistant Accounts Team Leader - 2 roles Letter One and Empiric Team	
Department: Student Accounts	Location: Head Office, Oxford

Key Purpose of the role

This role is to support the Accounts Team Leader and a group of Senior and/or Junior Management Accountants in the production of monthly Management Accounts, budgets and other financial information. To build a good relationship with clients, and colleagues from other departments and maintain regular contact to ensure that all expectations are being met. Additional responsibilities will include the monthly checking and sign off for other clients.

Key Tasks

1. Support the Accounts Team Leader in delivery of Management Accounts, budgets and other financial information.
2. Supervision and production of all financial management information:
 - To monitor and assist team members with completion of month end reporting
 - To delegate and supervise the production of other financial reports and to ensure they are accurate and submitted within the deadline
 - To ensure timely remittance of funds to clients and that service charge requests are submitted to meet operational expenditure requirements.
 - Monitoring the production of annual site budgets and ensuring that they are consistent and comparable and produced within the agreed timescales.
 - League table analysis – cost/bed
3. Build a good relationship with the client
 - Build and maintain a professional relationship with the client to ensure that all expectations are met
 - Liaise with client on additional reporting as required
4. To be responsible for a proportion of the month end checking of client reports and the final sign off before sending to client.
5. Assist in the production of information for Auditors
6. Production of monthly financial management information for a portfolio of clients
 - The production of Management Accounts tailored to the clients needs
 - Variance analysis investigating differences between actual and budget
 - Commentary on actuals and variances

Date

NAME

Signature



- To liaise with Clients and Site Staff regarding accounting queries.
 - To maintain regular contact with the client and Site Staff via email, telephone and the occasional face to face meeting.
 - The production of annual site budgets, in conjunction with the Site Staff and Heads of Operations and re-forecasting where necessary.
 - Timely remittance of funds to clients and cash flow reporting.
7. To assist in the development and training of new and more junior members of the team as required
 8. To participate in process improvement
 - Assisting in the continuous improvement of management reporting
 - Assisting in the improvement and documentation of processes and procedures within Client Accounts.
 9. Ambassador for CRM students
 - Identify and address issues before they escalate – Internal/External
 10. Attend client meetings as required.
 11. To ensure all company policies are adhered to.
 - Behave in accordance with the requirement of the company's Health and Safety Policy
 - Behave in accordance with the requirements of the Data Protection Act and current Data Protection Policy

SECTION 2: KNOWLEDGE AND SKILLS

Academic Qualifications	<ul style="list-style-type: none"> • Educated to minimum ACCA/CIMA/ACA Part Qualified. QBE will be considered. 	
Experience (in years)	<ul style="list-style-type: none"> • Minimum of 2 years in a finance role or relevant post of similar responsibility. Minimum 6 months experience with CRM Students. 	
Skills	<ul style="list-style-type: none"> • Ability to meet deadlines • Accuracy and attention to detail • Ability to analyse & interpret data • Microsoft Excel to include V Lookups, If Statements and Pivot Tables • Excellent verbal and written Communication Skills • Microsoft Word and Outlook • Advanced knowledge Dream and TCAS • Client focused 	

Date

NAME

Signature



	<ul style="list-style-type: none"> • Excellent organisational skills • Focus on & commitment to excellence in customer service • Identify and address issues before they escalate – Internal/External 	
<p>Attributes/ Personal Characteristics</p>	<ul style="list-style-type: none"> • Desire to deliver and achieve excellent standards of service • The ability to lead & work within a team • Positive and Enthusiastic • The ability to stay calm under pressure • Self motivated/Self Starter • Ability to lead and motivate other team members • Good team player • Initiative • Personal values which align to the departments values of Honesty, Integrity and Respect 	

Closing Date: 24th July 2017

Interview Date: 27th July or 31st July 2017

Date

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Signature