

## Financial Accountant

**Salary: £45,264 - £58,941 per annum (Grade 10-12)**

**Contract: Permanent, Full-time**

WJEC are welcoming applications for a qualified accountant to join our Finance team. If you are a self-motivated individual with substantial experience and knowledge of financial reporting, then we would love to hear from you.

### **The Role:**

As a Financial Accountant, you will take a lead role in managing end of year processes, assisting the Head of Financial Reporting with the production of reports and financial statements and will be a lead point of contact for External Auditors. The role holder will be expected to provide financial accounting expertise to the organisation, ensuring that appropriate financial information and analysis is reported efficiently.

### **The Person:**

To succeed in the role, you'll have strong analytical skills and attention to detail. We're looking for strong communicators with excellent IT skills and whilst the ability to speak Welsh is valued, it is not required in the role.

### **The Contract:**

The role is available on a permanent basis. It is a hybrid post, enabling the successful candidate to split their time between working in our Cardiff offices and working remotely, subject to personal preference and business need.

### **Our Benefits**

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

If you would like to know more about the position or about working for WJEC, please contact [HR@wjec.co.uk](mailto:HR@wjec.co.uk) / [dj.medway@head4talent.com](mailto:dj.medway@head4talent.com) who would be more than happy to speak to you.

Please visit [our website](#) to download a copy of the job description and application form.

**Closing date: 09:00, Monday 28 April 2025**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Financial Accountant</b>
<b>Department:</b>	Finance
<b>Section:</b>	Finance
<b>Responsible to:</b>	Head of Financial Reporting
<b>Grade:</b>	10 - 12
<b>Location:</b>	Western Avenue
<b>Main purpose of Job:</b>	

To provide financial accounting expertise to the organisation, supporting the Head of Financial Reporting in ensuring that appropriate financial information and analysis is reported efficiently and that all external reporting obligations are met.

**Principal Duties and Responsibilities:**

- **Financial Statements and Annual Report:** assist with the preparation of the consolidated annual statutory financial statements and the Annual Report, including:
  - Calculation of balances.
  - Preparation of disclosure notes.
  - Provide information and analysis for the External Auditors.
  
- **Subsidiary Company Financial Statements:** take the lead role in managing the year end process and timetable, and in ensuring that all outputs are completed accurately, including:
  - Preparation of the financial statements of WJEC CBAC (Services) Limited and associated notes.
  - Preparation of the Report of the Trustees, including all liaison with the Board of Directors of WJEC CBAC (Services) Limited and with the Company Secretary.
  - Preparation of the primary statements, lead schedules and other supporting workings / documentation with support as required from other members of the finance team.
  
- **External Auditors:** act as a key point of contact with the External Auditors, including:
  - Lead point of contact in relation to the WJEC CBAC (Services) Limited audit and financial statements preparation.
  - Key point of contact in relation to the WJEC CBAC Limited year end audit.
  
- **Technical Accounting:** support the Head of Financial Reporting as a technical accounting expert for WJEC, including the Charities SORP, and Financial Reporting standards. Provide advice to staff on accounting matters and the use of financial information.
  
- **Financial Reporting:** support the head of Financial Reporting, including contributing to ELT and Board reports.

- **Budgeting and Forecasting:** support the Head of Financial Reporting, Head of Management Accounting and the Director of Finance on Budgeting, 5-year Financial Plan and Forecasting activities as required, including:
  - Supporting the team with any technical input required.
  - Feeding into reports for ELT and the Board as necessary.
- **Cash Flow:** to lead on cash flow reporting within the organisation, including:
  - Detailed analysis of actual cash flows.
  - Forward forecasting.
  - Preparation of 5-year plan cash flow.
- **Working Capital Reporting:** to lead on the reporting of working capital within the organisation, including:
  - Development and maintenance of a comprehensive report and dashboard summary covering cash, investments, debtors and creditors.
  - Lead on the monthly reporting, including narrative and liaising with other team members as appropriate to resolve queries and understand trends.
- **Investments:** to support the Head of Management Accounting by being responsible for:
  - The accounting of investments, including month end and year end valuations.
  - The financial reporting of investment related balances, including historic trends for use by the Investment Committee to support investment decisions.
  - Regular review and reporting of investment balances.
- **Chart of Accounts:** responsibility over the management of the financial coding structure.
- **Accounting - Stock:** to lead in all areas of accounting, including:
  - Stock management and monthly valuation.
  - Year end stock adjustments.
  - Maintenance and development of job costing model and annual calculations.
  - Lead for the year end stock take including all liaising with the External Auditors and WJEC staff.
- **Accounting – Fixed Assets:** to lead in all areas of accounting, including:
  - Technical decisions.
  - Lead on the use of the Fixed Asset Register System.
  - Lead on all Fixed Asset tagging and verification processes.
  - Depreciation calculations and forecasts.
  - Consideration of any impairments.
  - Ensuring all related financial procedures are adhered to.
- **Accounting – Inter-Company Management Recharge:** to lead in all areas of accounting, including:
  - Maintenance and development of recharge calculation model and calculations.
  - Managing the inter-company transactions.
- **Tax:** responsibility for preparing the WJEC CBAC (Services) Limited tax return, including:
  - Preparation of draft computation for the auditors and tax team.
  - Preparation of draft deferred tax calculations for the auditors and tax team.
  - Lead point of contact with the auditors and the tax team to finalise the tax balances and disclosures for the year end financial statements.
  - Lead point of contact with the tax advisors in producing the tax return.
  - Engagement with HMRC as appropriate.
- **VAT:** prepare WJEC CBAC (Services) Limited’s VAT returns and support the Head of Financial Reporting in the preparation of the WJEC CBAC Limited’s VAT returns with engagement with HMRC and professional advisors as appropriate.

- **Balance Sheet Reconciliations:** to perform monthly balance sheet, control accounts and suspense accounts reconciliations as appropriate.
- **External Returns:** completion of external statutory returns including all financial elements of the Annual Return to the Charity Commission.
- **Insurance:** management of all financial elements of WJEC's insurances, including:
  - All financial analysis required for the annual renewal of policies.
  - Regular review of policy financial limits and financial declarations in between renewal dates to ensure policy limits remain appropriate.
  - Maintenance of an asset register for insurance purposes.
  - Management of the financial elements of any claims.
- **Financial Policies and Procedures:** to support the department in the preparation, development, implementation and maintenance of and compliance with WJEC Financial Policies and Procedures and Financial Regulations. To lead on certain areas, including Fixed Asset and Stock.
- **Internal audit:** to support the co-ordination and resolution of financial internal audit matters as appropriate.
- **Systems:** input into the development of Finance systems, including:
  - Lead on the continuous improvement of reporting methodologies and approaches.
  - Continuous improvement of processes.
  - Input into the development and implementation of new systems / system improvements.
- **Continuous Improvement:** provide suggestions and implement improvements and efficiencies into financial processes, including:
  - Challenge current ways of working and identifying efficiencies as appropriate
  - Continuous improvement of processes
  - Contribute to the development of financial policies and procedures as appropriate
  - Input into the development and implementation of new systems / system improvements.
- **Trustee Information:** support the Director of Finance, Head of Financial Reporting and Head of Management Accounting in the preparation of financial information and papers for Trustee and Sub-Committee meetings.
- **Support:** support the Director of Finance, Head of Financial Reporting and Head of Management Accounting in the wider aspects of the department's brief.
- **Other duties:**
  - To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
  - Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
  - To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
  - To engage in personal and professional development activities relevant to the role.
  - To undertake other duties, as required, which are commensurate with the grade of the post.

## Person Specification

<b>Job Title:</b>	Financial Accountant
<b>Department:</b>	Finance

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

## Skills and Abilities

### Highly desirable

- Good interpersonal skills to establish effective working relationships with senior financial and non-financial managers and staff.
- Able to communicate effectively at all levels within the organisation.
- Excellent IT skills – competent to advanced level in Microsoft Excel.
- The ability to present detailed and complex financial information in a clear concise and readily understandable way.
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture.
- Proven decision-maker with the willingness and ability to take the initiative in identifying problems and in suggesting and implementing solutions.

### Desirable

- Ability to communicate through the medium of Welsh.

## Knowledge

### Highly desirable

- Substantial knowledge of financial reporting.

### Desirable

- Charity accounting and SORP implementation.
- Relevant knowledge of VAT and taxation.

## Experience

### Highly desirable

- Substantial experience in financial reporting.

### Desirable

- Experience of accounting within a charity.

## Training / Qualifications

### Essential

- Qualified accountant with well-developed technical finance skills.

## Other Requirements

The following competencies (behaviours and characteristics) have been identified as key to success in the job:

- **FOCUSING ON INTERNAL AND EXTERNAL CUSTOMERS AND BUSINESS NEEDS** - Meets the needs of customers and understands the business.
- **COMMUNICATING EFFECTIVELY** - Demonstrates high quality interpersonal and communication skills.
- **DELIVERING OUTCOMES** - Strives for and encourages continuous improvement and consistently delivers high quality services and products.

- **MANAGING SELF AND PERSONAL SKILLS** - Takes personal responsibility for own development and always act professionally.
- **ANALYTICAL THINKING** - Able to simplify basic problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships.
- **PLANNING AND ORGANISATION** - Able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- **INFLUENCING AND PERSUADING** – Able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **MANAGING RELATIONSHIPS AND TEAM WORKING** – Able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
<b>Teitl y Swydd / Job Title:</b>	Cyfrifydd Ariannol / Financial Accountant		
<b>Cyflog / Salary:</b>	£45,264 - £58,941 y flwyddyn / per annum	<b>Gradd / Grade:</b>	10-12
<b>Gwyliau Blynnyddol / Annual Leave:</b>	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays. Pro rata.		
<b>Pensiwn / Pension:</b>	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
<b>Math o Gytundeb:</b>		<b>Contract Type:</b>	
<input checked="" type="checkbox"/>	Llawn amser / Full-time		
<input type="checkbox"/>	Rhan amser / Part-time	<b>Nifer yr oriau yr wythnos / No. of hrs per week</b>	
<input type="checkbox"/>	Llawn amser, Tymor Cyfyngedig / Full-time, Limited Term	<b>Diwedd y Tymor / End of Term</b>	
<input type="checkbox"/>	Rhan amser, Tymor Cyfyngedig / Part-time, Limited Term	<b>Diwedd y Tymor / End of Term</b> / /	
		<b>Nifer yr oriau yr wythnos / No. of hrs per week</b>	36.5
<b>Dull Ymgeisio:</b>		<b>Method of Application:</b>	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at <a href="mailto:dj.medway@head4talent.com">dj.medway@head4talent.com</a> erbyn <b>09:00, dydd Llun 28 Ebrill 2025</b> .			
Completed forms should be sent by email to <a href="mailto:dj.medway@head4talent.com">dj.medway@head4talent.com</a> by <b>09:00, Monday 28 April 2025</b> .			