



Ipserv Limited
Job Description:

ACCOUNTANT

Main Purpose of Job

To provide support to the Group Financial Controller, as part of the finance team for the companies owned by Ipswich Borough Council and their subsidiaries, including:

- Ipswich Buses Limited
- IPSEV Limited
- Ipswich Borough Assets Limited
- Stage Event Security Limited
- Handford Homes Limited
- Ipserv Direct Limited
- Handford Lettings Limited
- Ipswich Borough Assets Developments Limited
- Ipserv Employers Limited

Main Duties

1. Provision of a full accounting and financial consultancy service to Group companies to enable the companies' obligations and objectives to be achieved within financial constraints.
2. This will include:
 - a) Assist in the preparation of annual budgets and cashflow forecasting.
 - b) Liaise with budget holders to exercise budgetary and financial control
 - c) Work with the Controller, Finance Director and Senior Management Team to provide Executive Reports
 - d) Preparation of monthly management accounts for the trading companies as well as assisting the Trainee Accountant with any transactional duties.
 - e) Attend monthly management account meetings with budget holders and controller answering any questions they have.
 - f) Liaise with external auditors before, during and after the audit, providing required schedules, reconciliation reports and any other required documents.
 - g) Day to day treasury management.
 - h) Deputise for the Group Financial Controller during absences.
3. Responsible for delivering to the controller the monthly management accounts for the trading companies in accordance with period end timetables, including account reconciliations/schedules and variance analysis.
4. Ensure that budgetary control is exercised over arms-length companies in a consistent manner. This involves a regular supply of information to Company Directors and managers, monitoring performance, advising on best practice, supporting preparation and evaluation of business cases and providing advice on the most cost-effective approaches available.
5. Ensure that statutory returns are completed and submitted in full and on time as required.
6. Providing a Business Partnering service by proactively working alongside operational managers to ensure financial control and value for money.
7. Represent the companies at meetings as required.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

**Job Title:
ACCOUNTANT**

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	Qualified Accountant/QBE with broad financial and management reporting experience, commercially focused and have proven business partnering skills. Excellent communicator able to liaise and influence at all levels.	Knowledge of budget setting Knowledge of best practice in budgetary control	Certificate Interview
Work related experience, skills and competencies	Recent experience of Financial/Management accounting Experience of reconciliation of financial information Experienced in using Financial Systems Advanced excel skills Experience of producing detailed reports analysing and presenting financial information Have excellent system skills.	Experience of closure of accounts	CV Interview

Personal skills	Ability to work on own initiative Ability to communicate effectively – orally & writing Ability to work as part of a team Good interpersonal skills Ability to demonstrate both initiative and flexibility within defined procedures	Ability to challenge effectively and to influence others to ensure achievement of shared objectives	Interview
Special working conditions			