



**JOB DESCRIPTION**  
(To be read in conjunction with Person Specification)

**Post title: Project Accountant**

**Salary: NJC 17-19**

**Reports to: Strategic Finance Analyst**

**Responsible for: N/A**

**Organisational Expectations:**

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

**Outline of Post:**

The purpose of the role is analysing and reporting data to external parties and working on a wide variety of projects within our friendly finance team.

**Main Tasks:**

<b>MAIN TASKS:</b>	
1.	Preparation of financial returns for external funders
2.	Project work to assist the business with decision making and process improvement
3.	Modelling work to support bids being submitted by the development team
4.	Support the annual budgeting process
5.	Work closely with the Strategic Finance Analyst to develop models and enable non finance colleagues to prepare financial analysis of their own
6.	Support the rental income manager with analysis for the annual rent setting process

7.	Provide information and analysis for Senior Leadership Team as requested
8.	Provide cover for Strategic Finance Analyst
9.	Work with colleagues across the wider organisation to provide financial input to their requirements
10.	Train colleagues as and when required and provide guidance on the finance and other relevant processes and procedures.
11.	Work within the control framework and encourage others to do the same, whilst also working flexibly in accordance with the customers' changing needs.
12.	Any other duties as assigned by line manager
13.	Demonstrate a strong commitment to the values of Inspire North
14.	Be prepared to travel to other locations for meetings if required
15.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
16.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
17.	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
	<b>Please note</b> this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

## PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

<b>Approach</b>	<b>Essential</b> [insert ✓ where appropriate]	<b>Desirable</b> [insert ✓ where appropriate]	<b>Identified by:</b> A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I, E
<b>Knowledge and Skills</b>		<b>Desirable</b>	<b>Identified by:</b>
Part qualified accountant or graduate with relevant experience of working in a finance role.	✓		A, I
Excellent technical literacy of Microsoft Applications e.g. Word, Excel, Power point, Outlook & knowledge of Pivot table and V Look Up	✓		A, I, E
Understanding of ICT, data management systems and reporting tools	✓		A, I
Excellent written communication skills, including accuracy and attention to detail	✓		A, I
Ability to process, interpret and explain complex financial information in a clear way	✓		A, I, E
Experience of using Software packages to produce statistical reports and financial returns	✓		A, E

Good organisational skills and the ability to manage multiple priorities and meet deadlines	✓		A, I
Good communication skills able to deal with people at all levels both verbally and in writing	✓		A, I, E
The ability to adapt to changing circumstances and priorities	✓		A, I
Demonstrate effective problem solving skills	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
Language skills e.g. Urdu, BSL, etc.		✓	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Extraction of financial information and reporting it accurately to external parties	✓		A, I
Experience of working on own initiative	✓		A, I
Experience of computerised accounts systems.	✓		A, I