

**Assistant Accountant**

**JOB DESCRIPTION**

**Job title**: Assistant Accountant

**Based**: The Old Police House, London, Hyde Park W2 2UH with travel to the other parks when required.

**Salary**: £32,666 to £36,000 per annum, depending on experience, plus study support.

**Terms**: Permanent contract on a full-time basis, 36 hours per week, including agile/hybrid working options.

26 days annual leave plus public holidays, increasing to 29 days after 3 years’ service.

A pension scheme and healthcare plan are available.

**Reporting to:** Financial Accountant

**Responsible for:** No direct reports

**Internal relationships:** Finance team, other staff throughout the organisation in all directorates at multiple levels

**External relationships:** External auditors, HM Revenue and Customs, suppliers, customers

**BACKGROUND**

The Royal Parks is a charity that manages over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James’s Park, The Regent’s Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

**JOB PURPOSE**

This is newly created role which will work closely with the Financial Accountant to oversee financial reporting, control and compliance activities at The Royal Parks.

Your responsibilities will be varied but will largely focus on supporting the preparation of annual statutory accounts and liaison with auditors; completion of all statutory and tax reporting, with a particular focus on VAT; review and completion of balance sheet reconciliations, including maintenance of related registers such as Fixed Assets; and supporting on all aspects of transaction processing.

The Finance team has recently gone through as exciting period of change, following an expansion in size and the introduction of a new finance system (Microsoft Dynamics – Business Central). You will focus on technical and finance admin tasks and improving efficiencies in processes. Study support will be offered alongside the role along with the opportunity to develop across a broad range of activities.

**MAIN DUTIES/RESPONSIBILITIES**

1. Support the delivery of the year-end annual accounts for the Charity and its trading subsidiary in line with Charities SORP FRS 102.
2. Assist with the audit - taking ownership of certain areas and attending meetings with the external auditors to resolve queries.
3. Establish working relationships with colleagues at TRP to undertake as required, all aspects of transaction processing across Accounts Payable (including expenses), Accounts Receivable (credit control and billing) and Cash Management.
4. Update and maintain the Fixed Asset Register in TRP’s finance system.
5. Compile the quarterly VAT return and assist with VAT queries.
6. Complete and review balance sheet reconciliations to ensure that the information reported in the management accounts accurately reflects the financial performance of TRP and provides an audit trail to appropriate source data.
7. Create and maintain the grant register.
8. Suggest and help implement improvements to month-end and year-end processes and wider finance policies, including periodic review and update of the TRP controls and processes documentation.
9. Assist in developing effective record keeping and internal audit processes, ensuring accuracy, timely accounting, and resolution of issues and queries, as required.
10. Support the Senior Finance team with administrative tasks as required, such as coding invoices and raising POs for the Finance department (e.g. insurance) and keeping the finance department intranet page up to date.
11. Ad-hoc project work.
12. Undertake any other tasks as reasonably directed.

**PERSON SPECIFICATION**

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| **Selection criteria** | **Essential / Desirable** |
| **Qualifications** | |
| * A finance and/or accounting related degree or apprenticeship, AAT qualification, ACA/ACCA part qualification or relevant experience. | **E** |
| * Completed a financial reporting module as part of studies | **D** |
| **Experience** | |
| * Experience of working within a small to medium finance team | **E** |
| * Experience of working within a finance team for a not-for-profit organisation | **D** |
| * Experience using Microsoft Dynamics 365 Business Central | **D** |
| **Skills, knowledge and ability** | |
| * Good knowledge of MS Office, especially Microsoft Excel | **E** |
| * Ability to learn quickly and understand new systems/processes | **E** |
| * Team player with proven ability to work on own initiative | **E** |
| * Ability to manage time and prioritise tasks whilst maintaining a high level of accuracy and attention to detail | **E** |
| * Basic understanding of double entry bookkeeping | **E** |
| * Strong communication skills | **E** |
| * Involvement with audit and producing year-end accounts | **D** |
| **Other** | |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful, and a commitment to supporting diverse and inclusive teams. | **E** |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. We encourage applications from candidates from all backgrounds and successful candidates will be appointed on merit.