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**Job Description**

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| **Job Title:** | Assistant Accountant (part qualified) |
| **Job Holder:** |  |
| **Reports to (Title):** | Financial Controller |
| **Reports to (Name):** | Charlotte Mukalazi |
| **Responsible for:** |  |
| **Hours of Work** | Full time |
| **Salary Range** | £30,000 - £32,000 per annum |
| **Length of role** | Permanent  |
| **Training available** | A study package to enable the staff member to become a fully qualified accountant will be available once probation has been passed.  |

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| **Prime Function of Role:** |
| * To assist the Financial Controller with Finance related reporting and posting on Sage.
* To assist the Financial Controller with audit and staffing reports and monthly reconciliations.
* To be responsible for the payroll function at RADA, including maintaining accurate payroll records for staff, inputting all data for the monthly payroll processing and creating journals for posting on the finance system.
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| **Accountabilities & Tasks** |
| **Finance (50%)*** Post monthly Journals on Sage including prepayments and accruals and any other journals as required.
* Undertake monthly balance sheet report reconciliations.
* Assist with inter-company month end reconciliations.
* Post daily takings reports from Spektrix on Sage, ensuring the correct coding is used.
* Post Short Course income and liaise with the Short Courses team to ensure the right codes are used for the different course bookings.
* Assist the Financial Controller with posting monthly CH&Co refectory reports.
* Assist with year-end and annual audit papers and reports and other information.
* Assist the Financial Controller with the quarterly VAT returns.
* Be responsible for the monthly submission of the Office for National Statistics reports.
* Preparing the quarterly Gift Aid reports.
* Be responsible for updating the Fixed Asset Register.

**Payroll Administration (50%)*** Enter all starters, leavers and timesheet information on the payroll system.
* Ensure all payroll paperwork is filed correctly, both electronically and in hard copy.
* Maintain payroll records for staff.
* Upload data for the pension scheme and childcare voucher scheme for RADA and RB on the relevant websites.
* Administer checking reports (including RTI and pension payments reports) to check against payroll data.
* Update payroll nominal codes, cleaning data where necessary.
* Update timesheets and expenses claim forms on a regular basis.
* Manage the payslip portal – Allmypay – and assist staff with their enquiries regarding the website.
* Submit payroll data to FMP Global and analyse returned reports.
* Create and update journals for each payroll each month and get authorisation from the Financial Controller.
* Ensure the payroll is processed accurately and on time.
* Run monthly staffing reports from Payrite, in liaison with HR.

**Communication*** Supporting the development of new systems and policies for RADA’s accounting and payroll function including a change of accounting system.
* Liaison with colleagues across RADA including Short Courses, RADA Business, HR, Development.
* Key contact for payroll bureau provider.
* Providing information to staff and students as necessary.

**General*** Take on any additional duties and responsibilities, which may be reasonably expected within the terms of contract.
* Contribute to the development and culture of RADA, attend RADA training and staff events as and when required (including but not limited to annual staff conference and termly town hall meetings).
* Promote Equality, Diversity and Inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
* Comply with GDPR regulations regarding protecting personal data.
* Comply with Health and Safety legislation and ensure you are up to date with RADA’s Health and Safety Policy.

By accepting a role here you are acknowledging a commitment to RADA’s values and mission, and a willingness to contribute to the ongoing development of the same. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Part qualified accountancy qualification (e.g. CIMA, ACCA) or equivalent.
 | * Currently studying for fully qualified status.
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| **Knowledge** | * Knowledge of payroll systems, preferably in an Academic/ Charity setting.
* Knowledge of Finance systems.
 | * Knowledge of Payrite database.
* Knowledge of Sage
* Knowledge of payroll and pension regulations.
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| **Skills/abilities/****competencies** | * Excellent computer skills including Microsoft Excel, Word etc
* Ability to work to tight deadlines.
* Excellent accuracy and time management skills.
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| **Experience** | * Experience of working with a payroll bureau.
* Experience of managing a payroll system (training will be given in this area).
 | * Experience of updating, cleansing and redesigning payroll processes.
* Experience of working in a Finance department at a management level.
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| **Personal Attributes** | * Self motivated
* Ability to work on your own and as part of a team.
* Calm, unflappable manner
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Signed by Line Manager:

Date:

Signed by Staff Member:

Date: