**Job Title:** Financial Accountant (Trainee)

**Location:** Bolton

**Reports to:** Group Financial Accountant

**Accountable to:** Group Financial Controller, Group Financial Accountant, Director of Financial Controls

**Job Purpose:**

The role allows the trainee in the team to develop and learn through their role on the team, as well as working towards completing a relevant finance qualification.

To support the Group Financial Controller and Group Financial Accountant to perform accurate and timely financial accounting, tax accounting and compliance of the group’s monthly and annual reporting obligations.

The role will work closely with the internal finance team to deliver the Group’s statutory accounts requirements and an efficient external audit process.

**Key Stakeholders:**

Director of Financial Controls, Group Financial Controller, Group Financial Accountant.

# Key Responsibilities:

Statutory accounts and audit

* Assist with the production of statutory accounts for all legal entities in the Group;
* Assist with the production of corporation tax calculations and provisions for the statutory accounts;
* Provide supporting analysis and documentation for tax advisors for annual returns and other compliance;
* Work closely with the external auditors and internal finance teams to ensure the audit process runs as smoothly as possible in line with a strict timetable;

Financial reporting & controls

* Ensure all Shared Service Centre reports and Intercompany charges are reconciled and signed off on a monthly basis to month-end deadlines;
* Work closely with the Transaction Processes / SSC manager and wider team, to continually strive to improve processes, reporting and overall service to the Group;
* Continually work to develop and improve a strong control environment;
* To assist with the production of Group VAT returns;

Compliance

* To assist with the filing of all tax & financial requirements within statutory deadlines;
* Assist with the preparation and submission of Corporation Tax computations for subsidiaries and ensure ixbrl tagging is accurate and complete; and
* Ad-hoc compliance for Office of National Statistics.

# Miscellaneous

* Undertake ad-hoc and unannounced internal audit checks of divisional files to ensure all divisional accounts are maintained up to date and reconciled at least monthly;
* Provide group cover as required;
* Communicate suggestions for increased efficiency within the department and/ or organisation; and

# Standard responsibilities:

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG are expected to be familiar with and adhere to;

* Participates in an annual performance review programme
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, at all times, strict rules of confidentiality appropriate to the post.
* To comply at all times with the requirements of Health and Safety Regulations
* to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

**Measures:**

* Measures against set objectives relevant to the role
* Set performance indicators
* Departmental Net Promoter Scores

**Experience, Skills & Qualifications:**

* Positive attitude as a trainee to learn and develop, contribute to the team and to work towards completing a professional finance qualification.
* Relevant financial accounting experience would be beneficial but not essential.
* Part-qualified finance qualification is also beneficial but not essential.
* Proven ability to prioritise and manage workload.
* Ability to communicate and build relationships with people at different levels.
* Ability to review and change existing procedures to improve segregation of duties and internal controls.
* Advanced Excel.
* Experience of Access Dimensions would be advantageous, though not essential.
* Good system & analytical skills.
* Excellent written and oral communication skills

**Job Holder’ signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of the OFG Group**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_