**Job Specification Template – Financial Accountant**

The following sample Financial Accountant job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

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| **Financial Accountant**   |  |  | | --- | --- | | **Location** | City, Country | | **Job type** | Remote / Hybrid / On-site | | **Salary banding** | £XX,XXX - £XX,XXX |  |  |  | | --- | --- | | Job overview | Our company is a well-established and rapidly growing business. Driven by innovation, there are fantastic opportunities for growth within our dynamic organisation.  We are seeking a new Financial Accountant to join our high-performing team. As a Financial Accountant, your role will be pivotal in supporting the finance team's operations.  You will lead and deliver accurate and technically robust financial statements, produce financial reports, and assist on financial matters as requested by financial stakeholders.  Responsible for financial accounting activities, you will ensure compliance with all regulatory requirements and accounting standards are maintained.  In this role, you have the opportunity to drive continuous improvement within the finance function by identifying areas for improvement and implementing change. | | **Key responsibilities** | **In this role, you will**:   * Take responsibility for preparing monthly financial statements and reports * Support month-end activities including prepayments, accruals journal posting, and balance sheet reconciliations. * Review financial and non-financial data to produce quarterly and full-year consolidated accounts. * Liaise with various finance and non-finance stakeholders across the organisation to build and maintain relationships. * Assist in the preparation of VAT returns and other statutory compliance. * Analyse and summarise complex accounting information. * Assist in the preparation of ad hoc tasks/projects as requested by the finance manager. * Support the Financial Controller with preparation of all external financial and statutory returns. * Maintain and develop strong control processes to ensure data quality, accuracy, and completeness of accounting ledgers. * Conduct variance analysis and provide insights into financial performance. * Review financial reporting information at month end, investigating anomalies and variances. * Implement and review control frameworks for accounting-relevant processes to ensure effective control monitoring. * Utilise data-driven insights to collaborate with the stakeholders, enhancing overall business performance. * Develop, implement, and maintain robust financial models to aid in planning and forecasting. * Conduct thorough analysis of financial data to identify trends, opportunities, and potential risks. * Support the Financial Controller with preparation of all external financial and statutory returns, ensuring statutory compliance * Drive continuous improvement initiatives to enhance financial processes and operational efficiency. | | **The skills you’ll bring** | * ACA, ACCA, CIMA or CIPFA qualified or have the equivalent experience. * Advanced level Excel skills and experience with financial management systems. * Excellent analytical and reporting skills. * Highly numerate with excellent attention to detail. * Strong communication skills with the ability to build relationships with finance and non-finance colleagues. * Ability to translate complex financial data into clear, actionable insights. * Proactive problem-solving skills and a methodical approach to work. * Experience in managing or leading teams and ability to work under pressure. * Strong knowledge of IFRS and Regulatory Reporting. | | **What sets our company apart** | Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:   * Opportunity to earn up to X% annual bonus * Car allowance (£X annually) * Competitive Pension Scheme = we’ll match your contributions up to X% * Flexible working hours * Life Assurance (X times salary) * X days' holiday + bank holidays * Income protection * Flexible benefits scheme, with perks to choose from (including retail discounts, season ticket loans, Cycle To Work Scheme). * Employee Assistance Programme   We are committed to creating a collaborative, dynamic working environment with significant career development opportunities. | | | |