

## JOB DESCRIPTION

<b>A</b>	<b>JOB TITLE:</b>	Graduate Finance Assistant (Revenue)
	<b>LOCATION:</b>	Newlon House, 4 Daneland Walk, Hale Village, London N17 9FE
	<b>ANNUAL SALARY:</b>	£28,259 per annum plus the opportunity to earn up to 5% Performance Related bonus
	<b>REPORTING TO:</b>	Finance Business Partner – Housing, Resources, Executive

## B MAIN OBJECTIVES

- To provide support to the work of the group Decision Support Team

## C SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards and Outcomes
1.	To provide assistance to the Senior Finance Business Partner and other members of the Decision Support Team as required	<ul style="list-style-type: none"> <li>To prepare month end journals for review by Business Partners</li> <li>To prepare monthly reconciliations for review by Business Partners</li> <li>To deal with queries from budget holders</li> <li>To conduct account reconciliations as agreed with the Senior Finance Business Partner within the agreed timescales</li> <li>To ensure that all periodic adjustments are documented and processed correctly and promptly</li> <li>To carry out Variance Analyses as agreed with Finance Business Partners</li> <li>To assist Finance Business Partners in ad-hoc projects as and when required</li> </ul>
2.	To work with the Finance Business Partner in putting together the required information for the statutory audit	<ul style="list-style-type: none"> <li>To prepare the necessary supporting information for the statutory accounts as agreed for all Newlon group entities as well as assist with the preparation of various revenue notes to the statutory accounts</li> </ul>

		<ul style="list-style-type: none"> <li>To assist the Finance Business Partner with any audit queries</li> </ul>
<b>3.</b>	To be responsible for the journal files and all supporting documents	<ul style="list-style-type: none"> <li>To maintain journal files and ensure all journals and supporting documentation are submitted for review and filed in an accurate and timely manner</li> </ul>
<b>4.</b>	To assist the Finance Business Partner in preparing forecasts	<ul style="list-style-type: none"> <li>To assist the Finance Business Partner in preparing the monthly forecasts</li> </ul>
<b>5.</b>	To assist the Finance Business Partner in preparing the annual budgets	<ul style="list-style-type: none"> <li>To assist the Finance Business Partner in preparing the annual budget and process any approved budget changes</li> </ul>
<b>6.</b>	To study towards a professional accounting or treasury qualification (e.g. ACA/ACCA/CIMA/ACT)	<ul style="list-style-type: none"> <li>Pursue a professional accounting qualification and pass a set number of exams per year as agreed with the Finance Business Partner and Deputy Finance Director.</li> </ul>
<b>7.</b>	To participate in the Finance Team activities	<ul style="list-style-type: none"> <li>Participate in an active and constructive manner in team meetings and other events.</li> <li>Ensure behaviour reflects Newlon's brand and approach to diversity and equal opportunities.</li> </ul>
<b>8.</b>	To contribute to maintaining an effective work-place	<ul style="list-style-type: none"> <li>All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection are adhered to.</li> <li>Newlon Way behaviours of working with empathy, being trusted and reliable, respect and inclusivity, and focused on the resident.</li> <li>Newlon Way core values are truthful, trusted, supportive, fair, quality and safe.</li> </ul>
<b>9.</b>	To update and maintain Statutory accounts	<ul style="list-style-type: none"> <li>To assist Finance Business Partner in preparing monthly management accounts and forecasts for Newlon Trust subsidiaries</li> <li>To support and assist in the year end processes to aid in the finalisation of Statutory accounts`</li> </ul>

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.