



ASSISTANT ACCOUNTANT ROLE PROFILE

JOB PURPOSE

To assist management accountant and financial controller in running an efficient, agile, and focused department, ensuring financial information is disseminated in a timely manner, is accurate and supports the business in delivery of operations and strategic priorities. A key aspect of this role is to work closely with the Finance Officers and Management Accountant to both support processing and day to day activities, whilst participating in the production of monthly management accounts, nominal ledgers, trial balance. The purpose of this role is to embed good financial practice with clear understanding and adherence of obligations as an RSL and Charity.

To demonstrate Blue Triangle's dedication to training, we are delighted to support the Account Assistant role to undertake the MAcc Accountancy Graduate Apprenticeship at Glasgow Caledonian University. This 5-year MAcc will include a Masters level (SCQF level 11) university qualification, as well as ACCA professional accreditation. You will be fully supported and mentored during this five-year course, with 1 day per week of study for the course.

OUR VALUES

We are a social care organisation that supports over 400 people every day, across ten local authorities. We provide adults and young people with safe, psychologically informed supports and provide housing solutions across Scotland. Our staff are trauma-informed, championing the rights of our supported people to help them overcome barriers through the delivery of our values, Kind; Passionate; and Creative.



MAIN DUTIES AND RESPONSIBILITIES

- Work with finance colleagues across the team to provide financial support and excellent customer service across the business to ensure services are supported deliver to high quality standards.
- Undertake processing and reconciliation activities, including data entry and analysis to ensure full lifecycle understanding of the financial from input to report; providing additional layer of support to the team to ensure tasks are completed to desired delivery schedule.
- In depth user knowledge of internal accounting and housing management software, ensuring system is fit for purpose and supports efficient delivery of management accounts.
- Support and deliver aspects of the purchase to payment process, sales ledger including credit control, bank reconciliations and updating financial records as appropriate.
- Supporting the team in discrepancy and resolution of queries, consulting with internal teams, external suppliers and local councils and health and social care partnerships as required.
- Analysis and production of regular and bespoke reports such as aged debtors' reports, property void report and return on investment proposals.
- Ensure accurate information is retained within the housing management system, in particular rents and input any adjustments as required.
- Communicating with stakeholders and suppliers at all levels
- Assist with the preparation of monthly management accounts.
- Support the Finance Controller and Head of Corporate Services with the annual contract review and inflationary increase procedure.
- Production of regular KPI reporting, and provision of statistics for the regulatory returns.

- Scheduling and delivery of annual financial audits across the business and devising improvement plans.
- Support the Finance Controller and Senior Leadership Team in the preparation of business cases, tender pricing responses and investment plans.

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> • HND in Accounting; or • 2 years demonstrable work experience in a Finance Assistant type role with successful study at SCQF level 7 or above, or • 4 years demonstrable Finance or Accounting experience and successfully studied at SCQF level 6 or above 	<ul style="list-style-type: none"> • Studying towards a recognised accountancy qualification
Knowledge	<ul style="list-style-type: none"> • Awareness of the services provided by Blue Triangle. 	<ul style="list-style-type: none"> • Awareness of Scottish Housing Regulator and obligations as Registered Social Landlord. • Knowledge of current legislation, policies and strategies relating to Charity finance law and fundraising
Experience	<ul style="list-style-type: none"> • Intermediate or Enhanced level experience in using Microsoft Office Applications, particularly Excel and Word. • Bookkeeping 	<ul style="list-style-type: none"> • Social Care /Third Sector • Use of SDM Housing Management Software • Budget creation and preparing of monthly management accounts.

	Essential	Desirable
Skills / Abilities	<ul style="list-style-type: none"> • Excellent organisational skills • Adaptable with ability to prioritise tasks and work to clear schedules and deadlines. • Personable and approachable; excellent interpersonal and communication skills. • Excellent planning and scheduling; ability to meet deadlines. • Ability to work collaboratively as a helpful, positive member of the team 	
Personal Qualities	<ul style="list-style-type: none"> • Caring and professional attitude • Excellent attention to detail • Positive and confident disposition • Be prepared to work flexibly on an individual basis and as part of a team. 	