

**JOB DESCRIPTION**

**1 JOB DETAILS**

Job Title: Financial Accountant

Required: November 2023

Location: Frognal, Hampstead, NW3 6XH

Contract: Permanent.

Full-time (Monday to Friday 9am – 5pm)

**2 JOB PURPOSE**

Reporting to the Financial Controller, the Financial Accountant will be responsible for the accounting requirements of our sports facilities.

The activities of our sports facilities are accounted for through UCS Facilities, a company limited by guarantee. The sports trading subsidiary has a turnover of £1.4m. Monthly membership fees make up the bulk of the income, with the balance coming from hiring out sports and other school facilities.

**3. DIMENSIONS OF ROLE**

The finance department consists of the following:

Financial Controller

**Financial** Purchase Ledger Finance Manager

**Accountant** Controller

Finance & Fee Assistant

**4 KEY RESPONSIBILITIES**

UCS Facilities:

* Processing weekly receipts taken by UCS Facilities Reception – a combination of new members joining fees, monthly fees, clothing and sports equipment sales and hire income
* Prepare weekly banking for third-party security collection
* All sales ledger processing
* Debtor collections & management
* Purchase ledger processing and payment
* Daily bank reconciliation
* UCS and UCS Facilities share relevant costs 50:50. These need to be calculated each month and journals processed accordingly
* Reconcile inter-company account monthly
* Identify month-end accruals and prepayments – prepaid membership fees, deferred hire income
* Monthly management accounts preparation
* Help FC on annual statutory accounts preparation

Overall you must ensure that the financial records of the two subsidiaries properly and accurately reflect the underlying activities of the businesses and that they are kept up to date.

Other work as and when required.

You may occasionally need to work longer than normal hours at busy times. No overtime is payable.

**5 Person Specification**

Essential requirements – qualified by experience or part qualified in a recognised professional body with broad experience as a financial accountant.

Desirable – preferably part- to fully-qualified, sports facilities experience.

**6. TERMS**

Salary £35 - 40,000 per annum, dependent upon experience. Benefits include 40 days of leave (inclusive of bank holidays and 7 days close down period over Christmas and Easter) and a contributory staff pension scheme. Lunches are provided for free and there is a subsidised gym on site.

UCS is committed to the welfare and safeguarding of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS). This is a requirement as the position is within a school working with children under 18 years of age.