**Role Profile**

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| **Title:** | Junior Financial Accountant | **Level:** | Team Contributor |
| **Function:** | Finance | **Reporting To:** | Senior Statutory and Financial Accountant |
| **Why does this role exist?** | | | |
| Established in 2013, NHS Property Services Ltd is a property owner, service provider and advisor,  helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes  the right property choices that enable excellent patient care. Our portfolio is one of the largest in the  UK, compromising more than 3,000 properties with 7,000 tenants across England. At a total value  of more than £3bn, this represents about 10% of the total NHS estate.  Our aim is to deliver outstanding quality across our estate in partnership with NHS organisations,  generating cost efficiencies that will benefit our tenants, patients and the wider health economy.  The purpose of this role is to provide insightful financial information that drives the right  conversations and enables timely, well-informed decision making. The successful candidate will be  willing to challenge and work with others across the business, is a fast learner, demonstrates their  own initiative in problem solving and has eye on the big picture. | | | |
| **Core elements of the role:** | | | |
| This role offers exceptional professional development opportunities for a detail-oriented financial professional who can navigate complex financial reporting with precision and insight. The roll holder will need to coordinate and review key balance sheet reconciliations and month end balance sheet reporting within NHS PS, as well as help facilitate the external audit. This will require analytic ability, financial acumen, refined communication skills, communicating with business partners and key internal and external stakeholders and the ability to manage time effectively, prioritising and delivering to agreed deadlines.  Key Responsibilities:   * Coordinate and review balance sheet reconciliations and month-end reporting for NHS PS * Facilitate external audit processes * Produce and review account reconciliations * Prepare month-end Balance Sheet Report * Drive continuous process improvements * Support Financial Control team with ad hoc tasks   Required Skills:   * Strong analytical and numerical capabilities * Critical thinking & excellent communication skills * Ability to manage time effectively to meet deadlines * Proactive problem-solving & proficiency in presenting complex financial data * Adept in utilising digital technologies to optimise operational efficiency and workflow processes   Key Expectations:   * Deliver high-quality, efficient work * Communicate financial information clearly to key stakeholders * Liaise with internal and external auditors * Maintain strict financial integrity and control * Handle resources responsibly and purposefully | | | |
| **What helps people succeed in this role? Knowledge, Attitude, Skills, and Experience (KASE)** | | | |
| **Knowledge** | | **Behavioural Competency (Attitude)** | |
| * Knowledge of fundamental accounting principles and concepts * Good understanding of balance sheet components * Specific knowledge of property companies * Understanding of audit assertions and procedures | | * Confident approach, hardworking and committed * Good Analytic ability and financial acumen * Ability to adapt and learn new tools and techniques, as well as a willingness to embrace opportunities for change * Ability to work in fast paced environments * Ability to manage time effectively, prioritising and delivering to agreed deadlines * Challenging and curious mindset * Enthusiasm, determination, motivated to succeed | |
| **Skills (Transferable/ Technical)** | | **Experience** | |
| * Highly numerate with excellent business partnering and stakeholder management skills * Ability to make use of available modern systems and technologies to enhance BAU processes * Confident in leveraging digital tools and systems to do their job and make processes more efficient * Ability to present financial information to non-finance colleagues | | * Proven track record of liaising across teams and functions * Experience in financial reporting, reconciliations, and data analysis * Property sector experience desirable | |
| **Qualifications** | | | |
| * Degree level qualification or equivalent, or suitably qualified by experience. * Training towards a recognised Finance professional qualification (ACA/ACCA). | | | |
| **Other information** (travel, hours) | | | |
| * Location: Flexible with 1-2 days a month, in London (Canary Wharf) * The role could require undertaking other tasks on an as required basis. | | | |