



Assistant Management Accountant

Applicant Information Pack



We build homes, create communities and transform lives

Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



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About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

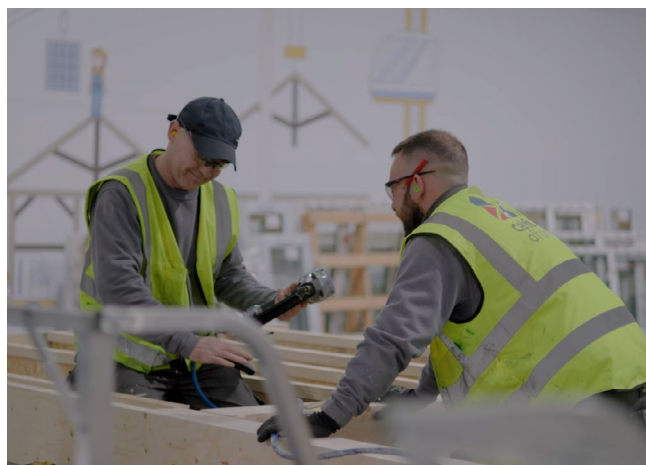
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



Group structure

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing homes for
United Welsh

**Celtic
Horizons**

Asset
Management

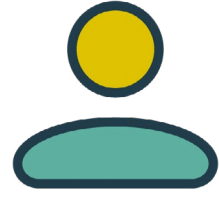
**Celtic
Offsite**

Timber frame
factory

The Celtic Horizons asset management service for United Welsh is delivered in partnership with Mears Ltd



Job Profile



Assistant Management Accountant

Reporting to
Management Accountant

Broad purpose of the post

We are looking for an Assistant Management Accountant to play an integral role in our Finance team.

In this role, you will work closely with key stakeholders, providing business partnership support to our Development and Planned Maintenance teams and deliver customer-focused and tailored financial reports that aid budget management and decision making.

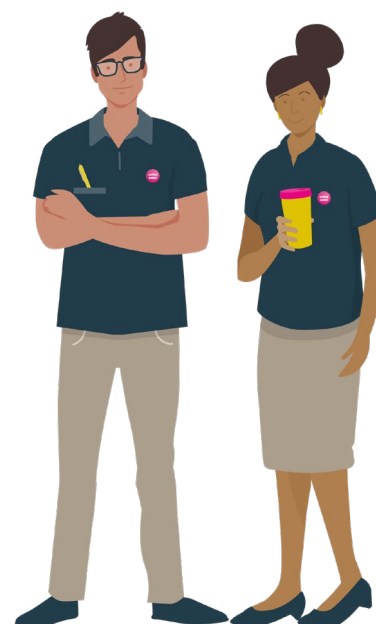
You will also support the Management Accountant to develop a culture of continuous improvement through the provision of a strong business support framework.

- Permanent, full-time, 35 hours
- £42,144.43 per annum
- Closes Monday 5th January, 12pm (midday)
- Interviews w/c 12th January

Key Accountabilities



- Assist the Management Accountant in producing reliable and timely management reports enabling users to make informed decisions, control budgets, forecast financial performance and seek ways of minimising costs to achieve the organisation's corporate objectives
- Lead on developing business partnerships with relevant departments, encouraging a proactive approach to support, and tailor reporting to the stakeholders' needs
- Lead on accounting for fixed assets including all new housing development, and planned capital works including decarbonisation, and other fixed assets
- Lead on accounting for capital grant income
- Prepare and submit Group VAT returns and provide advice to stakeholders on VAT
- Provide high level assistance in specific areas of the annual financial statements and budget setting process
- Prepare and process relevant financial information which is fit for purpose in a complete and timely manner for internal/external customers
- Work under own initiative to prioritise work to meet finance deadlines
- Continually work to find innovative solutions to improve overall workplace performance
- Ensure compliance with, and raise awareness of, finance policies and procedures and other service level agreements to achieve consistent working practices.
- Ensure provision of flexible financial service delivering excellent customer service to internal and external stakeholders
- Complete a number of balance sheet control account reconciliations including posting journals and making corrections when necessary.



Personal Requirements

Essential

- A professional and accountable approach to delivery of high-quality service
- Able to challenge people and procedures in a constructive manner
- Determination and drive to achieve deadlines and ensure work is of a high standard
- Experience of accounting for fixed assets including additions, depreciation and disposals
- Proactive and flexible approach to building effective working relationships with the users of financial information
- An attitude to work that seeks continuous improvement in systems, processes and collective and personal performance
- The ability to analyse and manipulate data, recognise trends and think through issues
- Effective written and oral communication skills together with excellent Excel and Microsoft Office Suite experience

- AAT or equivalent.

Desirable

- Experience of providing a business partnering support across a wide section of the organisation
- Experience of working within the housing sector
- Experience of report writing
- Experience of using Open Accounts and Open Housing
- ACCA, CIMA or studying towards membership.
- Welsh language skills

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Terms and Conditions

Current Salary

Total salary is **£42,144.43** per annum.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

SimplyHealth

While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period

Right to work in the UK

We welcome applications from individuals who already have the right to work in the UK, as unfortunately, we are unable to offer visa sponsorship at this time.

Any job offer will be dependent on receiving appropriate documentation to confirm your eligibility to work in the UK, as part of our commitment to compliance and fairness.



Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period
- A company culture that promotes **work life balance**
- **Agile** working
- Opportunities to be involved in 'Can Do' days, giving back to the communities where we work
- A half a day's leave under the 'School Starter Scheme'
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- Membership to our **SimplyHealth** healthcare plan
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- We are committed to supporting applicants and staff with disabilities and are a **Disability Confident Employer**
- We are committed to becoming a **menopause friendly employer**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

To apply, please send a CV and cover letter to jobs@unitedwelsh.com.

Your cover letter must address each of the essential and desirable criteria, detailing your knowledge and experience in relation to each one, in no more than 1,000 words.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

Closes: Monday 5th January 12 pm (midday)

Interview date: w/c 12th January

We reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment

checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

Your privacy is important to us. To learn more about how your personal information is processed when applying for a job with us, you can find our Privacy Notices [here](#).

