

## Job Specification

### General

This is a description of the job, as it is presently constituted. It is the practice of Telereal Trillium to examine employees' job roles and periodically update them to ensure they relate to the job as it is then being performed. It is Telereal Trillium's aim to reach agreement on reasonable change but in the event that agreement is not possible the company reserves the right to insist on changes to your job description after consultation with you.

### Part one Organisational details

|                        |                      |                       |   |
|------------------------|----------------------|-----------------------|---|
| <b>Business Unit</b>   | Finance              | <b>Department</b>     | Finance   |
| <b>Job Title</b>       | Assistant Accountant | <b>Responsible to</b> | Head of Financial Accounting/Head of Asset Finance Accounting |
| <b>Location/Region</b> | London Wall          |                       |   |

### Job profile

This is a broad graduate finance role, providing the opportunity to gain experience across different finance functions in a large property business. The successful applicant will support the statutory reporting, management accounting and asset finance functions whilst being supported (financially and through paid study leave) to complete an ACCA qualification. The tasks will be varied and ensure a broad understanding of how finance operates within a large organisation.

### Main duties & responsibilities

The specific responsibilities of the role include:

- Completion of monthly balance sheet reconciliations and journals across a variety of accounting areas such as fixed assets, overheads, VAT, and rent payable/receivable - ensuring that accounting records are accurate and that variances are investigated and resolved.
- Production of statutory accounts in FRS 102, initially for the more basic group companies, and assisting with the audit process.
- Producing management accounts and assisting with ad hoc statutory reporting requirements, such as requests from tax authorities and the Office for National Statistics.
- Assisting in the production of monthly cash/P&L analysis and forecasting for the monthly Finance Board Report, providing commentary and analysis of variances. This will require liaising with staff from around the business in order to understand what is driving variances.

- Supporting asset managers in using the budgeting system and interpreting their performance against budget.
- Assessing the creditworthiness of tenants by reviewing their statutory accounts and other information.
- Working with the IT and business modelling teams to identify additional reports that would provide insight to asset managers and support them in their decision making.
- Raising invoices in relation to asset sales, transfers, and intercompany recharges, chasing payments and allocating cash.
- Providing ad hoc analysis, reporting and support to the finance, asset management, business modelling, and tax teams as required.

### Person specification

This role is for a graduate or a qualified AAT. Successful candidates should have the following attributes:

- Desire to study further and progress in an accounting and finance career (accountancy degree an
- Interest in gaining a greater understanding of the property sector
- Ability to pick up new tasks quickly and identify opportunities to improve processes
- Confident in working to deadlines
- Analytical and investigative work style
- Excellent written and spoken communication skills
- Able to build effective working relationships with team members and the wider business
- Intermediate Excel skills, with an interest in developing them further
- Ability to ask questions and seek out help