



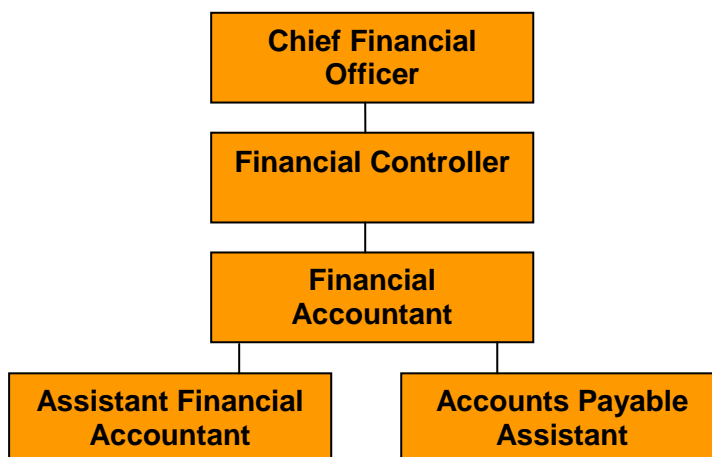
Job Description – Assistant Financial Accountant

Job Title	Assistant Financial Accountant	Function	Finance
Reporting to	Financial Accountant	Direct Reports	N/A
Working Hours	Standard 35 hours per week Normally working Mon – Fri 9am to 5pm with additional hours as required		

Job Purpose
To provide support and assist with all aspects of the Financial Accounting, Tax and Treasury functions.

Context of the Role
<p>Reporting to the Financial Accountant, this role will play an important part in ensuring all statutory and taxation compliance requirements within PPL and VPL are met.</p> <p>They will need to work closely with the rest of the Finance Department in order to ensure consistency and best practice is developed and maintained across the function, proactively driving the ongoing improvement of business practices and performance across the team.</p> <p>They will work co-operatively and positively with all internal departments, providing excellent service and support and advice where applicable.</p> <p>External contact will mainly be with PPL's Auditors, HMRC contacts and Bankers through the statutory reporting, tax and treasury aspects of this role.</p>

Organisation Chart



Key Accountabilities

PPL and VPL year-end statutory audits and month-end reporting

- Prepare draft financial statements for review by the Financial Accountant
- Preparation of schedules for the interim and year-end statutory audits
- Prepare month end journals and balance sheet reconciliations for a number of accounts including the VAT, Fixed Assets and Intercompany accounts.

Banking & treasury

- Processing treasury related journals at month-end and reconciling the balance sheet accounts
- Set up standing order and manual payments, including international payments.
- Prepare regular cash flow forecasting for short term and long term investments

VAT

- Prepare and file quarterly VAT returns and EU sales lists for PPL and VPL
- Keep abreast of developments in VAT regulations and suggest changes to ensure compliance

Withholding Tax

- File quarterly WHT returns for PPL and VPL
- Complete applications for double taxation relief in relation to International royalty payments.
- Help develop PPL's withholding tax strategy, ensuring full compliance while maximizing the after tax distributions to members.
- Assist with IRS Qualified Intermediary compliance regulations, including checking member US tax forms and assisting with the preparation of year end returns.

Corporation Tax

- Preparation and submission of VPL overseas companies corporation tax returns
- Preparation of corporation tax schedules for PPL and VPL
- Keep abreast of developments in regulations and suggest changes to ensure compliance

Other responsibilities working with the Financial Accounting Team

- Assist with the submission of the annual PSA
- Assist in preparation of employee P11d's
- Provide occasional cover for the Accounts Payable Assistant
- Ad-hoc analysis and project work

The above outlines the key accountabilities of the role and the company reserves the right to vary these to suit the requirements of the business.



Person Specification

Job Title	Assistant Financial Accountant	Function	Finance
Reporting to	Financial Accountant	Direct Reports	N/A
Working Hours	Standard 35 hours per week Normally working Mon – Fri 9.00am to 5.00pm with additional hours as required		

FACTOR	ESSENTIAL	DESIRABLE
Education & Qualifications <i>Please state the level of education and professional qualifications and/or specific training required</i>	GCSEs / A Levels or similar. Part Qualified and currently working towards CIMA, ACCA or similar qualification.	
Experience <i>Please state the proven record of experience and achievement in a field, profession or specialism required. This might include a minimum period of experience in a defined area of work</i>	A background of working within a Finance department in a commercial organisation for at least 3 years or alternatively a mix of practice and Industry experience. Experience involving banking, account reconciliations, preparing financial statements and preparing VAT returns. Experience dealing with tax at an operational level.	
Skills <i>Please state what skills you require the candidate to have e.g. competent user of a particular system; competent user of Excel; fluent in French; hold a full driving license, typing speed etc.</i>	Experience in financial accounting – particularly statutory reporting and tax are essential for this role. A high level of computer literacy is needed and they should be a proficient user of Microsoft Excel, Word and Outlook. Report Writing skills are also a requirement for the role and they should be comfortable analyzing large amounts of data and reporting the results.	Experience using Oracle systems and Microsoft Access.
Knowledge <i>Please state the level and breadth of knowledge required to do the job e.g. an understanding of a defined system, practice, method or procedure (working knowledge of employment law, procurement law, tax systems etc)</i>	An understanding of statutory accounting rules and UK tax legislation, including rules around VAT and corporations tax.	Knowledge of UK withholding tax legislation.

Behavioral Competencies <i>Please state the key competencies required. These are about how you want the job holder to behave; it is about the way they complete a task, not how.</i>	Professional, committed and organised approach to work with a drive for results and a customer service focus. Good analytical and problem solving skills combined with attention to detail and good communication skills. Ability to learn and be proactive and work in a team to achieve results.	
Other <i>Please include anything that doesn't fall into the above categories e.g. flexible approach to working hours, commitment to continual professional development.</i>	Commitment to continual professional development.	