



Society Accounts Technician

Department:	Finance
Report to:	Society Accounting Manager
Job Family:	TBC
Career Family / Job Capsule:	TBC
Key dimensions:	
Purpose of the role:	
OneFamily is a modern mutual dedicated to helping families meet the financial demands of modern life.	
In this role you will oversee all aspects of accounts payable and accounts receivable functions within the Society. You will support Management in providing a robust prepayment and accruals process and also ensure that all relevant balance sheets are reconciled each month.	



Key accountabilities:

- Ensuring all purchase invoices are matched to purchase orders (PO) and are uploaded to the accounts payable system on a timely basis.
- Ensuring all supplier invoices are appropriately authorised before payment
- Liaise with other business areas to ensure compliance with Financial Control Manual
- Liaise with suppliers so that all queries are dealt with appropriately and within a quick turnaround.
- Ensure that the weekly supplier BACS payments are produced and checked ready for authorisation and payment
- Ensure all daily ad-hoc payments are authorised, paid and posted to ledger on a timely basis
- Ensure all policyholder cheques are raised and submitted to customer services within SLA
- Complete associated bank accounts postings
- Complete assigned month end reconciliations with any reconciling differences investigated and resolved on a timely basis
- Complete monthly coding review, liaising with FP&A as required
- Post and reconcile month end journals relating to prepayments accruals.
- Analyse aged creditors and liaise with suppliers as appropriate.
- Liaise with commercial team to raise invoices to our intermediary financial advisors (IFAs).
- Review the financial strength of our IFAs on a regular basis.
- Complete aged debtor reconciliations monthly and prepare analysis for Society Accounting Manager and other stakeholders.
- Chase aged debt on a timely basis and report any concerns to Society Accounting Manager.
- Assist with other ad-hoc work and projects as required.

Skills / Experience / Knowledge:

Strong communication skills are required for this role as you will be actively working with many other areas of the business. Excellent attention to detail is a must, along with strong analytical skills and the ability to effectively manage a busy and varied workload.

You should have experience in an accounts payable / accounts receivable function and in addition have a progressive approach, able to identify improvements in ways of working.

AAT qualified or equivalent and looking to take next step in your career within financial control.

The ideal candidate will be:

- Team player
- Strong IT skills particularly with Excel
- Ideally knowledge of an Accounting package
- Ability to prioritise your own work
- Ability to work in a dynamic modern mutual.



Values	<p>Define who we are as OneFamily. They come from the beliefs we hold, the way we behave and how we want to work together for our customers. For OneFamily this means:</p> <ul style="list-style-type: none"> • Better together • Being your best • Being innovative • Champion the customer's needs • Doing what's right <p>Our values are unique to our brand. They give us purpose and focus. They are vital in helping us all 'do the right thing'. If we are confident that we are true to our values, then we can be sure that we are doing the best for our customers.</p>
Adaptability	<p>This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their Line Manager. In addition, they may be required to carry out any other duties deemed appropriate within the role and expertise.</p>
Performance Management	<p>All employees have a responsibility to participate in regular one to ones with their manager and to identify performance standards of the post. As part of the performance management process every employee is responsible for participating in identifying their own training and development needs to meet the requirements of their role.</p>
Health and Safety	<p>Employees must be aware of the responsibilities placed on them under Health and Safety at Work Act 1974, and take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work.</p>
Equality and Diversity	<p>The Society is committed to building an environment where the diversity of its employees is valued, respected and seen as an asset to enabling delivery of the best possible service to our customers and colleagues. It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine 'protected characteristics' contained in the Equality Act 2010. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Failure to comply with organisational policies on equality and diversity may result in disciplinary action.</p>
Confidentiality	<p>The unauthorised use or disclosure of customer or other personal information is regarded as gross misconduct and will be subject to disciplinary procedures, and could result in a prosecution for an offence or action for civil damages under the General Data Protection Regulations. (GDPR)</p>



Regulatory

- To comply, at all times, with all regulatory, statutory and legislative requirements so far as they relate to the role
- To abide by the Rules of the Society at all times
- To understand and comply with all Group Governance Policies, as appropriate to the role

Individual Conduct Rules

Rule 1	You must act with integrity
Rule 2	You must act with due skill, care and diligence.
Rule 3	You must be open and cooperative with the FCA, the PRA and other regulators.
Rule 4	You must pay due regard to the interests of customers and treat them fairly.
Rule 5	You must observe proper standards of market conduct.

Declaration

I hereby confirm that I have read and understood the content of this Job Description and Person Profile and I accept the content as an accurate description of the role which I am required to perform.

Job holders full name:

Job holders signature:

Date:



Version Control:

Amendment Summary	Date	Reviewer
Rebranded	13/07/2018	Kim Jordan, Resourcing Advisor