

UK HAPTICS LIMITED

JOB DESCRIPTION

1. PARTICULARS OF THE JOB

Job Title	Assistant Accountant	Grade: Pending Job Evaluation
Line Manager (Title)	Finance / Office Manager	
Division / Department	Finance / Executive	
Location	Arcadia House, Newcastle upon Tyne	

2. CONTEXT

UK Haptics Limited develop virtual reality training simulators for practice based learning and skills rehearsal in a range/variety of training situations using 3D virtual environments to create life like simulations. The simulations take place in real time and provide testing together with user feedback with clinical metrics. Haptics completes the picture so that you can 'feel' the procedure as you carry it out.

Vision – 'To be The Best Haptic, Software Development Company in the World'

3. STATEMENT OF OVERALL PURPOSE

To assist in the provision of a comprehensive accountancy service for a range of areas within the business and to assist the Management Team with their financial responsibilities.

4. PERFORMANCE OUTCOMES AND RESPONSIBILITIES LINKED TO OVERALL PURPOSE

	% of Time
<p>Managing Relationships</p> <ul style="list-style-type: none"> • Document systems and tasks as and when required and train financial and non-financial staff in order that they can carry out their financial responsibilities as outlined in the appropriate financial practices / process documents. • Develop working relationships with business areas and advising colleagues on financial matters. This requires diplomacy and an ability to discuss finance matters with non-finance staff. • Responding to the needs of director's and managers, whilst working within the overall financial framework. It will be necessary to understand managerial requirements and at the same time make sure that their practices comply with company financial frameworks. 	10%
<p>Planning</p> <ul style="list-style-type: none"> • Responsibility for preparing other estimates and accounting for a range of budget heads that do not follow departmental lines. • Works with the Finance / Office Manager to plan the financial lifecycle of the business and relevant areas. 	10%
<p>Personal Caseload</p> <ul style="list-style-type: none"> • Ensures relevant financial and non-financial information is supplied to a range of business units in accordance with agreed timetables and prepares detailed fees, charges and estimates reports under the direction of the Finance Manager. • Inputs all financial data into Sage Accounts System with accuracy • Codes invoices to relevant budget headings. • Maintains active credit control systems liaising with operations as required. • Administers the monthly payroll using Sage Payroll as required. • Maintains forecasts using Sage Forecasting and prepares reports as required as well as performing 'What/If' analysis. • Undertakes a key role in the final accounts process, ensuring the integrity and accuracy of the information provided. Working within the final accounts timetable to meet deadlines. Working with business areas and supporting the Management Team as appropriate. • Assist in maintaining the integrity of the General Ledger by ensuring that budgets, descriptions and codes are up to date and that accounts are reconciled and cleared when appropriate. • Assist in preparation of monthly management accounts and other ad-hoc reports for the Management Team and Board as required, • Monitors actual income and expenditure and assists Finance Manager in forecasting end of year position. Advises Finance Manager and wider Management Team of possible under / over spending and works with them to resolve variances, undertaking further investigations as necessary. This includes assisting in the preparation of monthly monitoring reports for the Management Team, based on information received from business units, adhering to 	75%

<ul style="list-style-type: none"> timescales agreed by the Management Team. • Prepare financial information and give advice to business units and the Finance Manager in relation to special projects. Attend departmental management meetings and report on financial matters as and when required. • Remain up to date with regard to financial requirements and arrangements and advise managers of all relevant changes interpreting new guidance to enable a full understanding by staff. • Completion of statistical and formal corporate returns and grant claims in an accurate and timely manner in order to ensure the company complies with its obligations, both statutory and non-statutory. • Professional approach to time, costs and deadlines 	
<p>Continue Personal Professional Development</p> <ul style="list-style-type: none"> • Maintain own programme of continuing personal and professional development relating to own current specialism(s) and issues affecting the division/department as a whole. 	5%

5. ORGANISATION CHART

See Attached Chart

6. RESOURCES IMPACTED ON

	Resource	Impact
1	Financial Authority	a) size of budget: £0 b) invoice approval limit: £0
2	Number of People managed (direct or indirect)	a) direct:0 b) indirect: 0
3	Salary Range	Pending Job Evaluation
4	Performance Targets	<ul style="list-style-type: none"> • To prepare draft management accounts for review by Finance Manager by the 15th of each month • Accuracy of financial data, including coding, reporting • Credit control • Other agreed personal targets in line with CPD

7. PERSON SPECIFICATION (Minimum Capabilities required to do the job fully and well).

7.1 Education and Formal Qualifications:

- Studying towards a formal accountancy qualification (most likely CIMA or ACCA)
- Strong graduate or AAT candidates with relevant experience

7.2 Work Experience/Background

- Current experience of working in an accounts function of any size, performing similar duties
- Payroll administration experience
- Book-keeping experience of up to 3 years

7.3 Specific Skills, Aptitude, Knowledge

- Must have good working knowledge of Sage line 50
- Must have a good operational grasp of Microsoft Excel and its relevant functionality
- Must have a good working knowledge of and working experience of Sage Payroll
- Must have a good working knowledge of Sage Forecasting

8. GENERAL

The content of this Role Description is not exhaustive and there will be an expectation of flexibility in undertaking responsibilities in keeping with the needs of the business.

Personal Competencies

The following competencies, (which are based on UKH's core values), **must be assessed in terms of level of requirement within the specific role**, i.e. each of the following competencies should be scored on the basis of, 'The role requires the role holder to

Notes following this table should be referred to prior to scoring.

Competency	Description	Value
Integrity	Consistently demonstrates reliability and integrity. Creates a climate of respect. Acts in the long-term interests of the organisation. Instils standard of excellence in terms of behaviour and interaction with others. Behaves consistently in dealings with others and applying uniform standards. Maintains confidentiality. Engenders trust.	4
Initiative	Develops plans to exploit opportunities. Scans broader business environment, identifying and assessing potential opportunities and then adapting these appropriately. Looks well ahead and take action to avoid a future crisis. Creates an environment in which proactivity is encouraged and rewarded. Ability to identify major opportunities for efficiencies and savings.	3
Accountability	Takes tough decisions when addressing performance. Deals confidently and assertively with very senior/influential individuals and organisations in the internal and external environment. Maintains objectivity and a sense of perspective in periods of extreme stress/pressure. Represents the best interests of the organisation in the external environment. Holds others to account and makes sure they deliver on promises. Thinks through options/recommendations and uses analytical techniques to identify and evaluate several solutions.	3
Team Work	Works towards common goals. Adopts style to meet the situation. Seeks input from the team to gain commitment and promote team morale. Develops team capability. Celebrates team successes. Acknowledges skills and abilities of team members. Consults and involves others in decision making process to build trust and commitment. Creates a climate which respects and actively supports strategic aims. Creates opportunities for collaboration. Motivates the team.	4
Excellence	Creates standards of excellence for others to work towards. Understands 'good practice' and demonstrates consistent behaviour in exceeding benchmarks and expectations. Communicates a vision that generates excitement, enthusiasm and commitment to the organisation. Acts as an ambassador for the organisation and ensures values and vision are communicated with enthusiasm and commitment. Ensures compliance with business principles of equality and diversity and corporate and environmental responsibility.	4
Innovation	Thinks 'outside the box' and applies new ways of looking at a situation or problem. Creates new concepts or frameworks to help self and others understand the issues and spot linkages between seemingly unrelated situations. Consistently focuses on the few most critical issues in the most complex settings. Adopts conceptual thinking in terms of innovation and creativity. Sees the whole picture and understands strategic context.	4

Descriptions provided relate to Level 5. Values in respect of competencies equate to the following:

Level 5 – Role model to others, **Level 4** – Very high standard consistently demonstrated, **Level 3** – Consistently demonstrates value, **Level 2** – Occasionally needs to demonstrate value, **Level 1**– Value not demonstrated in role