

**CONTRACT INFORMATION**

Job Title	<b>Accounts Graduate</b>
Reports To	Group Head of Finance
Location	Tottenham office
Standard Hours	8.00am – 5.00pm with one hour lunch
Salary Range	To be agreed according to qualifications and competency
Contract Type	Full-time with time off to enhance qualifications

**JOB DESCRIPTION**

Objective / Project	<ul style="list-style-type: none"> <li>To contribute to the vision and success of the organisation</li> <li>To improve the efficiency of the accounts department</li> <li>To support the growth of the Group companies</li> <li>To gain additional appropriate professional qualification(s) in accountancy whilst working in a finance department</li> <li>To operate within the requirements of national and local statutory, legal and good practice frameworks</li> </ul>
Responsibilities of the post	<ul style="list-style-type: none"> <li>To comply with the directions of the company health and safety (H&amp;S) policies and contribute to a safe working environment</li> <li>To comply with all policies and processes within the company</li> <li>To carry out your responsibilities and duties in a manner consistent with the company's image and reputation</li> <li>To successfully complete professional qualifications</li> <li>To work effectively as part of a team whilst being able to work independently</li> <li>To meet deadlines</li> <li>To follow a series of finance processes (including: sales ledger, job contract ledger, CIS return filing, VAT returns, month end process, supplier payments, statement reconciliations, audit process, patrol, banking, financial systems and financial accounting) accurately paying consistent attention to detail</li> <li>To ensure effective communication across the organisation</li> <li>To promote and adhere to the company's equal opportunities policy and legislation affecting equalities</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist in the company's development by communicating any ideas and suggestions that may improve the operation and processes of the finance department</li> <li>• To work closely with other staff to provide an effective and efficient environment</li> <li>• To support colleagues, staff, clients and visitors on site as required</li> <li>• To contribute to the company finance strategy by promoting the company in a positive way and utilising any opportunity that may arise to provide positive PR</li> <li>• To deal with all enquiries in a positive way and gain an effective outcome</li> <li>• To carry out all duties commensurate with the post and any instructions or activities directed by the Group Head of Finance</li> </ul>
Key Deliverables	<ul style="list-style-type: none"> <li>• Successfully complete an induction</li> <li>• Identify an appropriate professional qualification and successfully complete the course</li> <li>• Ensure all safeguarding and H&amp;S requirements are carried out</li> <li>• Deadlines are met</li> <li>• The working environment is kept tidy, efficient and business-like</li> <li>• Report regularly to an allocated mentor/manager who will direct activity for the duration of the probationary period</li> <li>• Assist all peer finance professionals in the differing disciplines required to provide a robust financial service for the Group</li> <li>• To be part of a team providing the full range of financial functions necessary to support the effective budgeting and financial operation of Group companies</li> <li>• Establish, maintain and enhance effective working relationships through a professional and courteous manner</li> <li>• Colleagues, staff, clients and visitors are dealt with in an appropriate and prompt manner</li> <li>• Establish and maintain effective relationships with customers and Group partners as required</li> <li>• All tasks are carried out with accuracy and efficiency with an eye for detail</li> <li>• Data and written material (both paper based and electronic) is high quality, accurate and up-to-date</li> <li>• All paperwork and files are retained in a secure manner meeting GDPR procedures</li> <li>• Office wastage is minimised and 'green' issues are addressed</li> <li>• Act as an ambassador for the Diamond Group of Companies</li> <li>• Any other duties commensurate with the post</li> </ul>

## PERSON SPECIFICATION

Skills, Abilities & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Commitment to the vision and ethos of the Diamond Group of Companies</li> <li>• Ability to follow instructions accurately and promptly</li> <li>• Good level of literacy</li> <li>• Highly numerate</li> <li>• Degree (or L6 equivalent) in appropriate accounts/finance/commerce field</li> <li>• Knowledge of double-entry book-keeping</li> <li>• Ability to use MS Office, spreadsheets especially Excel</li> <li>• Willingness to study additional professional accountancy qualifications (eg. ACCA, CIMA)</li> <li>• Good organisational and presentation skills</li> <li>• General business awareness, a practical mind and the ability to prioritise and use initiative</li> <li>• An ability to work constructively as part of the wider team</li> <li>• Accurate record keeping with a keen eye for detail</li> <li>• Demonstrable ability to meet deadlines</li> <li>• Willingness to contribute to ISO, OHSAS and liP systems and any other quality assurance mark both internal and external</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to multi-task and be flexible</li> <li>• General awareness of the needs of the construction industry</li> <li>• Capable of challenging in a tactful way</li> </ul>

Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good record of attendance, punctuality and a positive attitude</li> <li>• Successful record of undertaking a range of tasks and problem solve</li> <li>• Proven ability to plan and prioritise workloads to meet deadlines and objectives</li> <li>• Proven ability to follow instructions accurately</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding or experience of an urban, multi-cultural area</li> </ul>
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good literacy level (at least GCSE grade 4 (old C) or above</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of desire to continually improve professional development</li> </ul>

<ul style="list-style-type: none"> <li>• A level Maths, Accountancy or Book-keeping or L3 equivalent in appropriate subject area</li> <li>• Degree (or L6 equivalent) in appropriate accounts/finance or commerce</li> </ul>	
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Personal Qualities	
<ul style="list-style-type: none"> <li>• Clear spoken and written English</li> <li>• Good telephone manner</li> <li>• Highly motivated</li> <li>• Confident when interacting with colleagues and customers</li> <li>• Commitment to equality of opportunity</li> <li>• Ability to maintain confidentiality</li> <li>• Excellent inter-personal skills</li> <li>• Excellent role model (in terms of dress code, attendance, punctuality, dedication to work)</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and enthusiastic</li> <li>• Empathetic to staff and learner needs</li> <li>• Flexible and adaptable</li> <li>• Good sense of humour</li> </ul>

<p><b>The contents of this job description are not intended to be prescriptive or exhaustive: they represent the regular duties (envisaged &amp; actual) at the time of their creation.</b></p> <p><b>Staff are expected to show a reasonable degree of flexibility in undertaking additional or ad-hoc duties for which training and support may be provided.</b></p>
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