

Assistant Financial Accountant

Job Description

The Purpose of your role in Our Co-op

The role of our Assistant Financial Accountant is key to our finance team. You will be responsible for maintaining our fixed asset register and capital expenditure forecasts, assisting with tax returns and helping prepare our year end accounts.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

The Team you are joining

Our Finance team operates seamlessly across different functions, each one essential to our collective success. From managing sales and purchases to maintaining accurate accounts, overseeing banking operations, handling tax matters and ensuring the stability of fixed assets, every team member contributes to the overall financial health of our organisation. Together, we form a cohesive unit, driving excellence and success in every aspect of our financial operations.

Your reporting lines

Location: Wherstead Park, Ipswich, Suffolk, IP9 2BJ

Department: Central Office, Finance

Reports to: Finance Manager, Kate Matthews

What you will be working on at Our Co-op

- Accounting for fixed asset additions and disposals
- Maintaining capital expenditure forecasts
- Period end reconciliations
- Preparation of the VAT return
- Assisting with the preparation of corporation tax return
- Assisting in preparing year-end accounts at both subsidiary and group level

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

The skills we are looking for

Below lists the skills and behaviours required to complete the role of Assistant Financial Accountant at the East of England Co-op:

- Communication
- Teamwork
- Adaptability
- Technical proficiency
- Customer focused

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Things you need to know

This is a hybrid-working position which will require you to balance time in our office and working from home, the arrangements of which will be discussed at Interview.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

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Our Values

At Our Co-op, we live by a set of four values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.

Do the right thing

- We're fair, trustworthy, honest and open
- We behave in an ethical way
- We care for our colleagues, members, customers, suppliers and communities

Whichever value we are living, unstoppable, stronger together or a place for people to grow, we should be **doing the right thing** at the same time.

Unstoppable

- We're courageous, determined and resilient
- We welcome change
- We believe that 'speaking up' is important in helping us to improve

Stronger together

- We create a positive working environment through building good relationships with others
- We work as one team, wherever we work in our co-op
- We celebrate our differences

A place for people to grow

- We're open to learning new things every day
- We support each other to grow
- We strive to be the best we can be, personally and professionally