

<b>Job Title:</b>	<b>Assistant Accountant</b>
<b>Business:</b>	<b>George Wimpey West Scotland</b>
<b>Location:</b>	<b>Paisley</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Direct Reports:</b>	None
<b>Main Interfaces</b>	Accounts, Commercial, Sales, Land and Legal Department Suppliers and Sub Contractors

<b>Overall Purpose</b>
To work as part of the Finance Team to prepare business unit accounting records and ensure deadlines are met in accordance with Group Finance Procedures.

<b>Key Activities</b>
<b>Preparation of Accounting Records</b>
<ul style="list-style-type: none"> <li>• Manage and maintain ledgers (nominal, cash, sales).</li> <li>• Assist preparation of trial balance.</li> <li>• Assist with weekly payroll processing.</li> <li>• Maintain VAT records and preparation of VAT return.</li> <li>• Reconcile all Balance Sheet Accounts</li> </ul>

<b>Key Activities</b>
<b>Preparation of Management Reports</b>
<ul style="list-style-type: none"> <li>• Preparation of reports for monthly board pack.</li> <li>• Completion of Hyperion schedules.</li> <li>• Ad hoc reports as required by Head Office and division.</li> </ul>

<b>Key Activities</b>
<b>Cost Month End</b>
<ul style="list-style-type: none"> <li>• Process all journals onto the Ledger</li> <li>• Complete necessary cost month end journals, ie Sales Statistics, Closed Contracts, Tax.</li> <li>• Print reports required by Commercial Department.</li> <li>• Profit and turnover by plot and site reconciliation – reconcile the months legal completions and compare to budget.</li> </ul>

<b>Key Activities</b>
<b>Monday Morning Sales Reports</b>
<ul style="list-style-type: none"> <li>• Ensure sales, cancellations and legal completions are reported to the group upon agreement from Finance Director, Sales Director and Managing Director.</li> <li>• Any variances to budget are to be investigated and reasons reported to Finance Director and Sales Director.</li> </ul>

<b>Key Activities</b>
<b>Excesses and Savings</b>
<ul style="list-style-type: none"> <li>• Prepare Monthly Cost Value reconciliations</li> </ul>

- Prepare Excess and Savings Schedules
- Reconcile Valuation Summaries

### **Key Activities**

#### **Maintain Fixed Asset Register**

- Assist in the production of the monthly construction profit and loss.
- Ensure CAPEX approval is received prior to purchase of fixed assets.
- Process depreciation and write offs as appropriate.

### **Key Competences**

- Thoroughness.
- Team commitment.
- Communication.
- Integrity.
- Perseverance.
- Time management.
- Process management.
- People development.
- Organising
- Proactive
- Driving Licence

### **Key Experience**

- Ideally working towards a professional accountancy qualification.
- Knowledge of MS Office especially Excel working.
- Previous accounts experience helpful.

**If you would like to be considered for this role please send your CV to Carrie Thorpe [carrie.thorpe@taylorwimpey.com](mailto:carrie.thorpe@taylorwimpey.com) by Friday 26<sup>th</sup> Mar 2010**