

JOB DESCRIPTION

Name of Department & Location:	Finance – Banbury	Job title:	Project Accountant (contract)
Job Holder (if applicable):	Not applicable	Reporting to (Job Title):	Financial Controller
Date Job Description Written:	01 June 2010	Signature and Date of Job Holder:	
Signature & Date of Head of Department:		Signature & Date of Senior Head of Department:	

Section 1 – Function of the department and main purpose of the job

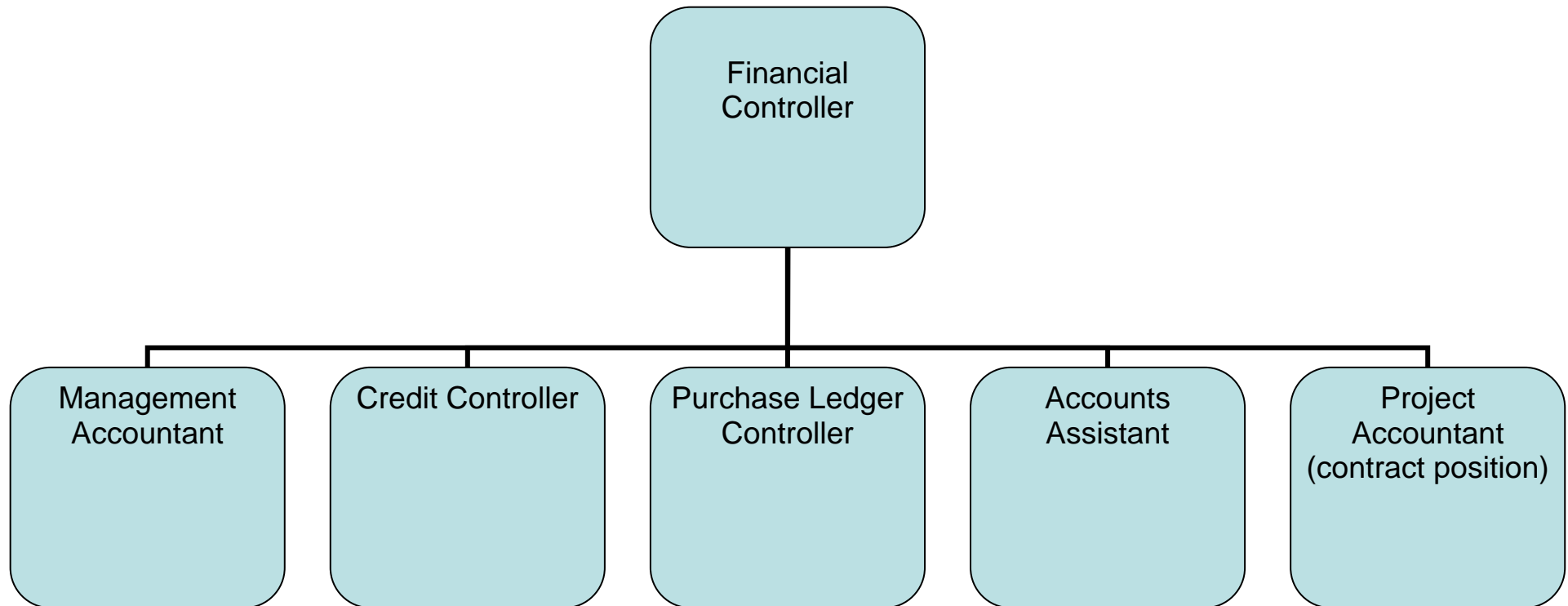
The main function of the department is to:

- Ensure that adequate financial controls are in place at Banbury Payne sites and that accounting policies are consistently applied.
- Prepare, consolidate and review financial accounting information.
- Prepare, consolidate and review management accounting information and continually develop and refine reporting.
- Produce Forecasts, Budgets and Strategic Plans.
- Support the Payne business improving processes, procedures & commercial decision making.
- Assist purchasing activity to review & improve raw material costs & quality.
- Working with the Business Systems Team to improve strategic business systems.

The main purpose of the job is to:

- To assist in financial reporting, including preparation of monthly management accounts, production of financial statements and ad hoc reports as required.
- Assist in the preparation of forecasts budgets and strategic plans as required.
- Manage and complete process improvement projects as agreed.
- To provide management information and decision support to facilitate the achievement of business objectives.
- To undertake other finance related projects and tasks as they arise.

Section 2 - Organisation Structure



Section 3 Key accountabilities	Key responsibilities (Key activities related to accountabilities that the job holder personally delivers)
1. Business Standards and Values	<ul style="list-style-type: none"> • Payne operates quality, environmental and health & safety management systems and as such, you are expected to observe and adhere to the specific requirements in relation to these. • To actively observe and adhere to Payne's policies including Equal Opportunities together whilst actively promoting and delivering the Filtrona Company Values. • To carry out other duties as is within the scope, spirit and purpose of the job as requested by your Line Manager. • As duties and responsibilities change, the job description will be reviewed and amended in consultation with the job holder • To deliver objectives as agreed and outlined in the PDR process • All PDR's to be completed on time and in full
2. Financial Control	<ul style="list-style-type: none"> • Assist in the month end close process to ensure that financial and management accounts are prepared within specified deadlines. • Complete tasks and projects as defined to ensure adequate financial controls are in place.
3. Business Support	<ul style="list-style-type: none"> • Assist in preparation of management accounts to specified deadlines. • Assist in preparation of statutory accounts. • Assist in preparation of forecasts and budgets. • Other reporting as required.
4. Improvement Initiatives / Projects	<ul style="list-style-type: none"> • Completion of process improvement projects to deliver tangible benefits to the business. • Engage with colleagues in all departments and actively support business objectives. • Assist in other projects as required.

Select level two, three or four - (full competencies descriptions attached).

Section 4 - Competencies	Level	Description
Team Working <i>The willingness and ability to work with others to achieve common goals</i>	3	<ul style="list-style-type: none"> ▪ Works to achieve goals and targets ▪ Does as much as they can to help their colleagues ▪ Proactively helps others out
Problem Solving <i>The ability to tackle problems by weighing up situations thoroughly, evaluating possible courses of action and implementing solutions</i>	3	<ul style="list-style-type: none"> ▪ Takes ownership of problems ▪ Thinks about and applies different methods to solve problems ▪ Puts forward ideas to tackle major problems proactively
Personal Presentation <i>Concern for both image and personal impact amongst colleagues and customers alike and the ability to communicate with confidence by all media</i>	3	<ul style="list-style-type: none"> ▪ Communicates clearly and concisely in everyday situations ▪ Expresses themselves with confidence, both orally and in writing ▪ Is consistent in approach to people and situations
Working Unsupervised <i>The willingness and ability to work independently and without supervision by taking responsibility for appropriate planning and decision making within the team</i>	3	<ul style="list-style-type: none"> ▪ Runs own projects identified and agreed with Team Leader / Manager ▪ Makes own decisions and informs others on significant decisions when the situation demands it
Self-Esteem <i>Having a good feeling about yourself and an optimistic outlook with the resilience to be impervious to negativity in others</i>	3	<ul style="list-style-type: none"> ▪ High degree of confidence ▪ Contributes to the well-being and effectiveness of others Sticks to held values without a fear of what others will think
Innovation <i>Makes an effort to improve performance by trying new things. Uses ideas and information in an imaginative and novel way. Identifies opportunities for seeking continuous improvements.</i>	3	<ul style="list-style-type: none"> ▪ Suggests improvements across own areas of the business ▪ Uses own expertise to identify improvements Actively seeks improvements
Flexibility <i>The willingness and ability to accept and adapt to change and to continue to work effectively</i>	3	<ul style="list-style-type: none"> ▪ Willing to take on any task that fit job role definition ▪ Offers help, support, advice and expertise ▪ Embraces change and views it as a challenge
Customer Service <i>The willingness and ability to meet internal and external customer requirements and to deliver fast, friendly and fault free service</i>	3	<ul style="list-style-type: none"> ▪ Attempts to understand customer and work colleagues requirements ▪ Anticipates problems before they occur ▪ Strives to be right first time when delivering customer needs ▪ Consistently exceeds customer expectations

<p>Perseverance <i>Having the drive to keep going in the face of problems or setbacks</i></p>	<p>3</p>	<ul style="list-style-type: none"> ▪ Shows tenacity with repetitive problems ▪ Is prepared to seek information and help from all avenues ▪ Determination to succeed is infectious on others
<p>Taking Responsibility <i>The willingness to accept your share of responsibility for the team and ownership of its outputs and problems</i></p>	<p>3</p>	<ul style="list-style-type: none"> ▪ Uses own initiative and uses spare time effectively ▪ Will take responsibility for their own actions <p>Admits and learns from any mistakes ensuring similar mistakes do not reoccur</p>

Section 5 – Person Specification	Requirements	Essential (E) or Desirable (D)	Measurement 1. Application Form 2. Test after shortlist 3. At interview 4. Documentary Evidence 5. Other (please specify)
Experience	<p>With experience of working in a finance function the job holder should be able to demonstrate the ability to deliver completed work and projects to agreed deadlines.</p> <p>Experience of systems implementation / and or process improvement is desirable.</p> <p>Experience of accounting within a manufacturing environment is desirable.</p>	<p>E</p> <p>D</p> <p>D</p>	<p>1, 3</p> <p>1, 3</p> <p>1,3</p>
Attainments/Qualifications	The successful candidate will be hold or be in the later stages of studying for a recognised appropriate qualification preferably CIMA or ACCA.	E	1, 3, 4
Knowledge	Experience within a manufacturing organisation is desirable.	D	1, 3
Special Requirements	Excellent excel skills are an absolute necessity along with an aptitude for picking up new systems.	E	1, 3