



ASSISTANT PROJECT ACCOUNTANT



ABOUT THE ROLE

To assist in the provision of assurance to the Group by performing business process reviews, providing business reports and supporting risk management. The role requires some UK travel and working away from home.

The Assurance arm of the Finance Group Services team is responsible for providing project accounting re internal audit and certain risk management services to the Group. The wider responsibilities of the Finance Group Services team include statutory accounts reporting, taxation, treasury, insurance and service centres delivering management accounting, payments processing and payroll services.

Reports to: Chief Project Accountant

Accountable to: Finance Director- Group Services

KEY RESPONSIBILITIES

1. Business Process Reviews

- Assist in the undertaking of virtual and physical visits to Divisional offices and developments to carry out a review of the operations, finance and commercial activities within each Division and produce a concise management report illustrating the findings and recommendations.
- Assist in the identification of areas of business process improvement and value added.
- Assist in the design of the business process review programme.

2. Cross divisional testing

- Assist in undertaking and developing the cross divisional departmental internal audit review programme and the production of a summary report for circulation across the Group.



3. Business Reporting

- Complete and produce post completion reviews.

4. Risk management

- Assist with the management of the Risk Register.
- Assist in the administration, maintenance and development of the Group Policies and Procedures.

5. Other Assurance

- Assist in the design and performance of targeted investigations/reviews as agreed with the Finance Director –Group Services and Group Finance Director.

6. Other

- To carry out ad hoc analysis as required.
- Manage and maintain an effective filing system in format agreed with Chief Project Accountant ensuring that filing is completed on a regular basis, so all records are kept up to date and in a neat and logical order.
- Work in an organised manner and ensure all paperwork is kept accurately filed/stored electronically/physically in a tidy desk/office environment.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with Redrow policies, procedures and instructions.
- Contribute to improving the business and enhancing the reputation of the company by putting forward new ideas and by implementing change when requested to do so.

THE PERSON

What kind of person are we looking for?

- Part qualified strategic level or newly qualified CIMA, ACCA or equivalent
- Strong emotional intelligence and integrity
- Good attention to detail
- Analytical approach
- Proficient in the use of IT systems
- Self-motivated and able to plan and organise effectively to meet tight timescales
- Be able to work with discretion and confidentially

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.