



# ACCOUNTANT



## ABOUT THE ROLE

To support the Redrow Group Services Finance team with the financial year end and the integration process, along with assisting with usual business activities.

**Reports to:** Senior Financial Controller – Redrow Group Services

**Accountable to:** Finance Director - Redrow Group Services

## KEY RESPONSIBILITIES

### 1. Financial Year End

- Liaison between divisions and external auditors regarding information requests.
- Monitoring of open divisional queries and follow up to ensure timely closure
- Provision of information e.g. IFRS 16 Leases
- Ad hoc reporting and analysis

### 2. System Integration

- Assist with the integration process
- Adhoc reporting and analysis for stakeholders

### 3. Group review activities

- Assist the daily review of payments
- Assist with Vat review activities and queries

#### **4. Other**

- Participate in ad hoc projects e.g reporting improvements, systems improvements
- Manage and maintain an effective filing system in format agreed with Finance Manager 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.

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.