Accountant

CANDIDATE PACK
Full Time
35 hours per week
The Finance Team

Our Finance team are a small team of 4 that report in to the Finance Manager.

We are a dedicated and hard-working team that has had to adapt to new processes over the last year as a result of the pandemic, and also due to changes in demands of the team over time. This role was therefore created to take on some of the operational responsibilities of the Finance Manager and the Accountant on a temporary basis to enable a review of current systems and procedures to take place. This will be with a view to facilitate the automation of some processes and improve overall efficiency of the team.

It is an exciting time in the development of our function as the Finance Team and would expect you to be involved in ‘sense checking’ any proposed changes and also contribute to the testing of any modifications made to reports and templates. Your previous experience gained in a similar area would be instrumental to inform the changes proposed and ultimately adopted.

This is a great opportunity for an individual wanting to be a part of a team undergoing an exciting time of change and development to improve efficiency within a prestigious not-for-profit organisation.
Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 65 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It’s bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on:

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Salary and package details  page 8
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More about us:

Our organisation, governance and values  page 10
Organisational Structure  page 12
Job description and person specification

1. Job details

Job title: Accountant
Reports to: Finance Manager
Date: June 2022
Location: The Institution’s HQ, London or elsewhere as reasonably required.

2. Job purpose

To support the Finance Manager in ensuring the integrity, accuracy, and timeliness of all financial records, ensuring all income and liabilities are accurately recorded, reconciled and reviewed.

To support the Finance Manager in all areas of financial management.

To take the lead on the financial planning and management for the trading subsidiaries of the charity, including IStructE Ltd, SER and Structural Safety.

To work with the Heads of Departments to plan, manage and analyse the commercial activities of the organisation.

3. Role and responsibilities

1. Prepare monthly management accounts and quarterly forecasts for the Institution’s trading subsidiaries. Produce all other elements of trading subsidiaries finances, including VAT returns and forecasts.

2. Produce budgets and year end audited accounts for trading subsidiaries.

3. Support the production of charity monthly management accounts and forecasts.

4. Support production of year end accounts and audit.

5. Provide payroll cover if necessary.

6. Support subscription taking as required.

7. Manage UK regional group finances, including the preparation of management accounts, budgets and forecasts.

8. Organise the arrangements for the annual Regional Groups’ Treasurers conference.
9. Prepare budget and management accounts templates and upload data from both into Accounts System (Microsoft Dynamics Great Plains).

4. General responsibilities

1. Attend and proactively input into finance team meetings.
2. Attend and proactively input into commercial planning meetings.
3. Make suggestions for improving processes, systems, etc. that support the efficiency and stability of the Directorates and the Institution.
4. To be an active data owner for your department and have accountability for the management of data within your area of responsibility. Implement data governance policies in your department, ensuring compliance and application of best practice.
5. Comply with all Institution policy and procedures.
6. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All employees of the Institution, but particularly the budget holders.
2. Regional Groups and their Treasurers.
## 6. Knowledge, skills and experience required

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<th>Criteria</th>
<th>Essential/Desirable</th>
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<tr>
<td><strong>Qualifications and Knowledge</strong></td>
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<td>Good A Level grades or equivalent</td>
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<td>Fully qualified as an Accountant (CIMA/ACCA/ACA).</td>
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<td>Strong understanding and working knowledge of accounts and audit preparation, budgeting and reforecasting best practice</td>
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<td>Strong understanding and working knowledge of accounting in a commercial environment</td>
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<td>Knowledge and understanding of GDPR and Data Protection and how to apply the legislative framework to internal processes to ensure active compliance and engagement</td>
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<td><strong>Skills</strong></td>
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<td>Highly numerate.</td>
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<td>Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.</td>
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<td>Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream workload with the ability to work under pressure to meet tight deadlines.</td>
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<td>Attention to detail, accuracy and ability to critique own work and that of others. A tenacious attitude/approach to understand variances and improve the robustness of financial and administrative procedures.</td>
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<td>Develops effective working relationships.</td>
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<td><strong>IT Skills:</strong></td>
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<td>Experienced user of ‘Great Plains’, or similar accounts package</td>
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<td>Intermediary/advanced in Excel. Strong abilities to interrogate and extract data, create pivot tables and reports.</td>
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<td>Intermediary Word and Outlook.</td>
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<td><strong>Experience</strong></td>
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<td>Creating management accounts, year-end audited accounts and forecasting essential.</td>
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<td>Management account reporting.</td>
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<td>Developing and critically reviewing a P&amp;L statement/report</td>
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<td>Some experience of accounting for fixed assets.</td>
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<td>Some experience of payroll.</td>
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<td>Experience in both the charity and commercial sectors.</td>
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This job description does not form part of the contract of employment and may be subject to change.
Salary and package details

Salary: £48,000 - £51,000 per annum FTE subject to experience (pro rata for part time hours)

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses - eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme (UNUM Lifeworks)
- Pension- can join the pension scheme from any date after commencement in Tier one (employer 5%, employee 3% minimum contributions)
- 23 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 5%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 8%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform (Lifeworks)
- Full access to additional health services (e.g. counselling, physio, virtual GP) via an app-based service (Help@hand)

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Paid parental leave at rates of pay higher than statute, subject to service requirements as per the current policies
How to apply; the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our website.

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

*If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.*

Applicants must possess a current right to work in the UK.

_The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered._

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post (Finance Manager) and a member of the Human Resources Team. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution. The second stage of the selection process will be a face-to-face interview with the Finance Manager and Head of HR.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/or interview, please let us know as soon as possible so that adequate provisions can be made for you.
The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance
The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values
We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence
Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity
We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community
We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our website.
Our Work

Climate Change
The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our Climate Emergency Task Group and Sustainability Panel, supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience
The Institution support the efforts to build resilient communities - taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our Humanitarian and International Development Panel as well as our Seismic and Dynamic Events Panel includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures
Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The Institution of Structural Engineers along with CROSS investigates failures and near misses (including Grenfell) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members
IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our young members to help them get support at a crucial time in their career. Our values extend to our work in education that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Support
Our Benevolent Fund offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.
Organisational Structure