

Job title Accountant & Company Secretary Job Holder Responsible to: General Manager Location Bewdley Office	Purpose of Job: The provision of the accounting function at the SVR, overseeing all financial and associated reporting activity. Provision of Company Secretary role.
Duties and responsibilities <ul style="list-style-type: none"> • Overseeing the Assistant Accountant in general ledger, purchase ledger, sales ledger and treasury functions • Supervision and leadership of financial staff • Managing and extending the functionality of the Pegasus Opera Accounting System and other account processes. • Active participation in Finance and Audit Committees and financial input into other relevant committees. • Creation and monitoring of financial objectives for commercial departments, providing staff with guidance and setting financial targets • Financial input into commercial issues and decision making • As Company Secretary attending Holdings Board meetings • Timely filing of legal and accounting documentation • Overseeing Share Registrars function and managing member of staff • Organising Annual General Meetings • Dealing with shareholder correspondence as and when needed • Establishment and monitoring of departmental manager key performance indicators • Management of treasury staff and cash processes • Production of management information • As Accountant attending Holdings PLC meetings to present monthly accounts • Any other duties as required 	Key Accountabilities <ul style="list-style-type: none"> • Overseeing Assistant Accountant in preparation of monthly management accounts • Preparation of year end statutory financial accounts • Financial reporting, reviewing and forecasting • Overseeing Assistant Accountant in Payroll and year end related returns • Overseeing Assistant Accountant in preparing and filing VAT returns online • Working and developing relationships with Auditors, Bankers and Legal Advisors • Drive process improvements to obtain cost saving • It is envisaged that this role will provide SVR (Holdings) PLC with Company Secretary function • Establish robust financial planning, monitoring and reporting to deliver on all significant SVR projects on time and to budget. • Administration of employee benefits
	Key interfaces <ul style="list-style-type: none"> • General Manager • Senior Managers • Volunteer Managers • External Pension Advisor • Chairman of Holdings Board and Board members • Auditors, Bank Manager, Funding Agencies • Finance Committee and Audit Committee
	Skills Financial and business acumen, accuracy, staff management and leadership, communication both written and verbal. Competency in using accountancy software, use of Microsoft Office products
	Qualifications Qualified accountant ACCA or CIMA preferred.