**Aurigny Air Services**

Financial Accountant

**Introduction:**

The Financial Accountant is responsible for maintaining accurate detailed financial accounting records within the finance department in preparation of monthly and annual Financial Statements for the airline.

**Reporting to:** Head of Finance
**Location:** Guernsey

**Main Duties:**

The Financial Accountant will:

* Oversee all financial accounting elements within Billing, Accounts Receivable, Accounts Payable, General Ledger, Cashbook, Inventory Accounting and Revenue Recognition
* Ensure integrity of the general ledger and periodic reconciliation of ledgers and sub- ledgers
* Authorise bank payments as part of the team of approvers
* Conduct regular balance sheet reconciliation for review and take appropriate action in case of inconsistencies
* Assist with the preparation of monthly accounts and annual financial statements
* Support the development and documentation of department business to maintain and strengthen internal controls
* Preparation of any ad-hoc financial reporting requirements of the business
* Day to Day support of trainee accountant position(s)

**Specific responsibilities -**

**General Ledger Management:**

* Supervise the accurate recording of financial transactions to maintain the integrity of the general ledger, including bookkeeping, and payroll accounting.
* Reconcile accounts, resolve discrepancies, and ensure the accuracy of financial data.

**Month-end and Year-end Closing:**

* Perform month-end and year-end closing procedures.
* Prepare accounting entries including accrue expenses, calculate depreciation, and prepare adjusting journal entries**.**

**Reporting:**

* Ensure delivery of Monthly financial accounting reports with the required timeframes
* Provide all the necessary financial accounting supporting documentation to enable audited annual financial statements, to be completed in a timely fashion.

**Audit**:

* Coordinate and assist with internal and external audits.
* Prepare audit schedules and address auditor enquiries.

**Compliance:**

* Stay informed about accounting regulations and standards (e.g., GAAP, IFRS) and ensure the company's accounting practices are complying.

**System and Process Improvement:**

* Identify opportunities to streamline accounting processes and enhance efficiency.
* Collaborate with colleagues to implement improvements in the record process.

**Key objectives of the post holder will be to:**

* Ensure that all accounting records are appropriately kept, reconciled, and can be audited
* Ensure the timely and accurate reporting of monthly and annual financial results statements and reports and that every reported result complies with accounting standards and legislation.
* Ensure that the trainee within the finance team is provided support and on the job training in financial accounting practices

**Key Criteria:**

* Ensure that all accounting records are appropriately kept, reconciled, and can be audited
* Ensure the timely and accurate reporting of monthly and annual financial results statements and reports and that every reported result complies with accounting standards and legislation.
* Ensure that the trainee within the finance team is provided support and on the job training in financial accounting practices

**Skills and Attributes:**

* Knowledge of management and financial accounting techniques with the capability to understand and support the provision of timely financial reports.
* Experience in working within the accounting function from trial-balance through to audited financial statements.
* Highly numerate, demonstrating the required technical ability.
* Strong appreciation of the effective use of IT in business
* Proficient in accounting software such as SAGE, or similar, and Microsoft packages.
* Attention to detail and the ability to work with confidential information.
* Strong organizational and time management skills.

**Desirable Criteria:**

* Experience of aviation sector or high-volume FMCG environments is preferable but not essential.
* Experience as a Mentor/Buddy to trainee accountant
* Knowledge and understanding of airline business and accounting requirements.
* Knowledge and understanding of the Channel Islands.

**Professional requirements**

* Accounting certifications: qualified or actively training in accounting qualification (ACA, ACMA, ACCA or equivalent).
* Education and Certifications: A bachelor's or master's degree in a relevant field (e.g., business management, business administration).
* Continuous Learning: A commitment to staying current with accounting best practices through ongoing education and professional development.
* Airside work may be necessary, so to successfully complete GSAT security training and obtain an appropriate airside pass there must be a verifiable five-year work history.
* A current police check will be required.

**All about you:**

Friendly, approachable, keen to support your colleagues and the Company wherever possible and beyond the requirements of your role. You will take pride in delivering a high level of service both internal and external and be willing and able to adapt to change. A supporter of our VALUES both internally and externally is paramount to you succeeding within our Company.

* Discretion
* Accountable – taking responsibility for work and results
* Approachable
* Attention to Detail
* Resilient
* Adaptable
* Problem Solver