
JOB DESCRIPTION

Job Title: Financial Accountant

Grade: D

Department: CAF Bank Finance

Main purpose of job:

To work alongside the other CAF Bank Finance team members ensuring all financial information is complete and accurate and all job responsibilities are performed.

Responsible to: Financial Controller

Budgetary responsibilities: None

Responsible for (staff/jobs): None

Key Job Responsibilities:

CAF Bank

Management Accounts

Assist with the production of the management accounts. The post holder is required to:

- Help prepare draft management accounts from a completed trial balance
- Prepare monthly journals and posting journals to Sage
- Prepare month end reconciliations
- Perform the financial control/balance sheet control process
- Help with cost centre business partner reporting and cost control

Reconciliation

Undertake and improve the daily reconciliation and monitoring of CAF Bank internal and external accounts, ensuring that all outstanding items are investigated until cleared, and chased in a timely manner. The post holder is responsible, in conjunction with other team members, for reconciling:

- HSBC Agency banking arrangement
- RBS banking arrangements
- Mastercard settlement arrangement
- CAF Bank suspense accounts

Tax

- Prepare the Bank's VAT returns
- Prepare the Corporation Tax QIP calculation and payments, working with the Bank's tax advisors as appropriate
- Work with the Bank's external tax advisors to prepare the corporation tax return

Other

- Assist with the production of the Bank's Annual Report and Accounts
- Answer audit queries relating to the statutory accounts
- Perform allotted Finance tasks within the Bank's transformation program e.g. testing and procedural updates
- Help other Finance colleague as required
- Ad- hoc tasks as requested by the Financial Controller

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Dated: November 2025

PERSON SPECIFICATION

Job title: Financial Accountant

Date: November 2025

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience - Significant experience of financial control/balance sheet control and reconciliations in a financial services environment - GL maintenance and management accounts preparation	✓		A/C
Qualifications - Good Academic Background including Maths & English - Accounting qualification	✓ ✓		E E
Training - Data Protection Act - Anti- Money Laundering Guidance - Technical competence in Microsoft Excel	✓ ✓ ✓		A/E
Specialist Skills/ Ability/Knowledge - High level knowledge of the banking sector - Awareness of the Financial Services Regulatory Environment requirement - Knowledge of reconciling accounts and producing management accounts - Production of MI - Strong technical accounting knowledge - Corporation Tax and VAT knowledge - Knowledge of software used to submit regulatory returns - PC skills including MS Word, Excel and Outlook	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/C/T
Communication - Must be able to communicate successfully across all business levels both internally and externally. - Must show the ability to handle complex queries and complaints in a calm, efficient and friendly manner.	✓ ✓		A/C/T
Personal Qualities - Analytical - Attention to detail - Accuracy - Well organised - Ability to work in diverse environment and to cope with change - Flexible approach to changing priorities - Ability to work to deadlines - Ability to work autonomously	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/C
Prior to Appointment All posts: - Credit Check - Dow Jones Check - Basic DBS Check - Employment References - Medical Clearance - Right to Work in the UK	✓ ✓ ✓ ✓ ✓ ✓		R/E

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment