



Accounting Assistant (FA)

Based in Birmingham

Salary Range: £28,000 - £32,000 per annum (dependent on experience)

Unity Trust Bank brings a fresh approach to banking. As a specialist bank for **civil society, social enterprises, CICs, local councils**, and **trade unions**, we support our customers with socially-responsible banking services. And because we're a social enterprise too, we really understand the sectors our customers work in.

Since our formation in 1984, our vision has been to deliver a range of banking services that set us apart from mainstream banks. Today, that vision continues to become reality as we lead the way in the development of new initiatives which are changing the face of banking for the better.

Since we were established we have sought to put social change, social benefit and community involvement at the heart of what we do. In that time, we have created a sustainable, socially responsible business. We use some of our profits to re-invest in our business to help more organisations in the future. The remaining profits are returned to our **shareholders** who are part of UK civil society.

We now have an exciting opportunity for a full time permanent Accounting Assistant within the Finance Team.

Job Purpose:

Responsible for supporting the Financial Accountant in producing and developing the financial accounting and regulatory requirements for the Bank.

To assist with any other projects or tasks as directed by the Financial Accountant.

Duties and Responsibilities:

1. Assist in the preparation of regulatory returns to Bank of England and Prudential Regulation Authority.
2. Support the Financial Accountant with the preparation and production of statutory accounts, including key qualitative commentary and supporting analysis.
3. Prepare VAT information and ensure returns are submitted.
4. Instruct counterparties for treasury or investment dealing.
5. Check treasury and investment deals once transacted.
6. Instruct counterparties to purchase hedging instruments.
7. Maintain the administrative systems within the finance department, including car fleet management and premises
8. Maintain and develop all administrative and other issues as required

To be successful in this role you will:

- Be part-qualified or qualified
- Have relevant experience in a similar role, ideally in a Financial Services environment
- Have excellent attention to detail
- Have excellent written and verbal communication
- Be able to work to deadlines
- Have a desire to develop skills and experience
- Be highly organised
- Be able to work under own initiative
- Be able to work in a team
- Have integrity

Key Competencies:

- Team working
- Problem solving
- Communication & listening
- Customer focus

If you are interested in applying for this position please send your CV and covering letter stating your current basic salary and outlining why you think you are suitable for this role:

By email to: **hr@unity.co.uk**

or by

Post to: Human Resources
Unity Trust Bank plc
Nine Brindleyplace
Birmingham, B1 2HB.

Closing date for applications: Friday 12th June 2015

Unity Trust Bank is committed to being an Equal Opportunities Employer.