



Role Profile

Role Title	Head of Reporting
Business group and team	Business Services – Financial Control
Job Purpose Overview	<p>This role has responsibility for managing the delivery of the Statutory Accounts and Parliamentary Accountability reports for FCO Services. It maintains the integrity and governance of accounting within FCO Services and ensures the accounts comply with International Reporting Standards (IFRS), Government Financial Reporting Manual (FRoM) and all other relevant legislation. It manages the external auditing process, including key relationship and stakeholder management.</p> <p>This role ensures the integrity, accuracy, oversight and direction of the Financial and Management accounts, including the delivery of monthly financial reporting to the Executive Board and senior managers, building an appropriate reporting and general ledger capability to support the development of FCO Services.</p> <p>It evaluates new ERP system functionality and upgrades for continued improvements to the existing reporting suite, ensuring it aligns with the direction of the business and financially compliant business processes within a risk control framework.</p> <p>Provides advice and support for capital, operational investments and support of the delivery of the Corporate Plan process, financial budgets and efficiency targets.</p> <p>This role directs and manages a team of accounting professionals providing advice and insight into their individual development and training plans.</p>
Organisational position	Reports to the Head of Financial Control (D7), counter signatory is the Chief Finance Officer (SMS) Leads a team of 6 qualified, part qualified and AAT Accountants.

Date Updated	March 2020		Updated By	BS	
Current / Applied Grade	D6	Job evaluation date	Feb 2019	Confirmed grade	D6

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

Statutory Accounts / Audit

- Lead for FCO Services on Statutory Audits. Manage the stakeholder relationship with the National Audit Office (NAO), ensuring a professional and effective working relationship with NAO.
- Validation and sign-off of Statutory Accounts Schedules and Notes, including professional audit file.
- Draft responses to the audit Management Letter points (post audit) and drive implementation of remedial actions across the business and finance community.
- Validation and sign-off of the Remuneration Report for FCO Services, for approval by the CEO.
- Ensure Statutory Accounts reflect the requirements of the FRoM and IFRS.
- Ensure General Ledger integrity for FCO Services. Agree and approve changes to Chart of Accounts.

- Validation and approval of the Whole of Government Accounts for presentation to the Chief Finance Officer, NAO and HM Treasury.
- Lead and direct project work delegated from the Head of Financial Control and other activities as required.

Management Accounts and Reporting

- Oversee the delivery of the Management Accounts for FCO Services within challenging deadlines.
- Manage the Finance Reporting suite including a full review and rationalisation of existing monthly accounts. Approve changes resulting from re-organisations, Oracle up-grades, patches and re-implementations.
- Continuous review of the reporting suite to ensure business alignment, to provide the Executive Board focussed MI for better decision making.
- Establish a collaborative working relationship with internal customers (the Finance Business Partner community, wider business stakeholders and senior managers) to ensure aligned objectives and priorities.
- General Ledger and Reporting lead on evaluation and benefit analysis of future enhancements and alternative solutions to the Enterprise Resource Planning suite (ERP).
- Ensure that the FCO Services Fixed Asset Module is fit for purpose and future-proofed.
- Direct the development of Business Services reporting for the Operational Management Board.
- Oversee the financial support provided on business planning, business case appraisal of capital and operational investment programmes.
- Risk Manager for Business Services Finance Directorate. Ensure risks are adequately identified, including inter-dependencies, socialised and effective controls and mitigations in place and monitored.

Leadership, Line Management and Continuing Technical and Professional Development

- Lead staff performance ensuring that the team are customer focused and empowered to deliver against the wider business priorities and are accountable for their results, and deliverables.
- Manage the development of the team by setting stretching objectives and offering ways of challenge through appropriately targeted and focused delegation.
- Proactively manage the team in accordance with people management policies and procedures. Recognising good performance and effectively manage poor behaviour and performance.
- Ensure continuous constructive feedback occurs and PDPs are regularly reviewed to maintain high standards of individual and team performance and effectiveness.
- Develop and project manage approved strategic work programmes for delivery by the Reporting Team.
- Contribute to the overall leadership of the business, focussing on our future challenges and opportunities. Deliver FCO Services vision and strategy as part of the leadership team.
- Promote and behave consistently in line with FCO Services' people values. Share ideas for leadership improvements and effective management.
- Actively participate in leadership training and events.
- Enhance own professional knowledge through continuing professional development, networking, forums and ongoing training.

KNOWLEDGE AND KEY SKILLS

Essential:

- Qualified Accountant (ACCA, CIMA etc.) with significant Post Qualification Experience.
- Demonstrable experience of autonomous decision making, service delivery and resolution of complex issues, including experience of business process improvement and developing practical, implementable, remediation plans .
- Proactive with excellent communication and interpersonal skills.

- Proven ability to interact professionally to build effective business relationships, influence and defend own judgement and challenge constructively at senior levels.
- Demonstrable experience of delegation and team-management. Ability to develop and motivate staff.
- Strong organisational skills with the ability to prioritise work to achieve deadlines.
- Proven ability of stakeholder management of Statutory Audits.
- Proven track record of financial management and control in public or private sector organisation.
- Good technical knowledge of accounting principles, Government Financial Reporting Manual (FReM) and International Financial Reporting Standards (IFRS).
- Excellent problem solving, numerical and analytical skills to reach productive business outcomes.
- Proven experience of Finance Business Partnering.
- Functional knowledge of ERP system – esp. Oracle Financials - General Ledger and Projects modules.

Desirable:

- Good knowledge and understanding of Managing Public Money.
- Knowledge of Whole of Government Accounting process.

CORE COMPETENCES

Top four for job:

- Seeing the Big Picture
- Delivering at Pace
- Making Effective Decisions
- Leading and Communicating

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Highly effective stakeholder management and influence at all levels.
- Effective decision making.
- Professional level of engagement and effective management of both external audits with the National Audit Office and internal audits.
- Accurate Statutory and Management Accounts delivered within agreed deadlines.
- Reporting is aligned with business change and future strategic direction and provides actionable MI for business decision making.
- A customer focussed team that successfully delivers quality services aligned with business priorities and adds essential value to the business.
- Finance risks effectively managed and socialised. Constructive challenge to risks across other business areas.

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
N	£ per annum	Y £50,000 per transaction
Reports to: (Role Title and Grade)	Head of Financial Control D7	
Direct Reports: (Number and grades of staff)	3 x Assistant Management /Financial Accountants, (B band); 2 x Management/Financial Accountants (C band), 1 x Financial Accountant (C band)	