



Role Profile

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| Role Title | Financial Accountant |
| Business group and team | Business Services – Financial Control |
| Job Purpose Overview | <p>This role will combine excellent analytical skills with a thorough technical knowledge of accounting principles to produce and analyse both Financial and Management Accounts.</p> <p>It will ensure compliance with current accounting standards and government regulations and ensure robust financial controls are in place and are complied with across the business.</p> |
| Organisational position | Role reports to Head of Reporting and the counter signatory is the Head of Financial Control. |

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| Date Updated | March 2020 | Updated By | BS |
| Current / Applied Grade | C5 | Job evaluation date | Feb 2019 |
| | | Confirmed grade | C5 |

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

- Ensure the Financial Accounts are accurately prepared within the accounting timetable.
- Support month-end and year-end close process.
- Conduct monthly review of all accounts, ensuring detailed financial analysis and insight is available into the movements in the Income and Expenditure account and Balance Sheet versus prior periods and budget/forecasts.
- Provide technical support and advice on Financial and Management accounting. Ensure the Statutory Accounts Schedules and Notes are completed and accurate audit evidence is ready for validation and sign off by the Head of Reporting.
- Ensure Audit Samples are provided in a timely manner and all audit queries are resolved promptly or escalated to senior management as required.
- Working with business representatives and Financial Systems Team, ensure a full suite of financial reports are developed and maintained, that meet the financial reporting needs of the business and Management Board.
- Provide feedback to Line Manager on National Audit Office Management Letter Points and implement detailed actions as agreed.
- Complete the Remuneration Report for inclusion within the Annual Report.
- Take an active role in the Annual Report consolidation meetings and proof read the Annual Report amending as required.
- Review of all balance sheet account reconciliations, checking all are accurate and actively follow up with responsible officers to clear all variances.
- Review all supplier change forms for compliance and follow up corrections where required.
- Ensure processes are compliant with Government Financial Reporting Manual (FReM) and International Financial Reporting Standards (IFRS).

- Review new standards and understand their application to FCO Services. Impact assess, develop and document changes required to existing practices, processes and policies to maintain and strengthen internal controls.
- Ensure up to date with internal business developments and changes and assess controls and processes for potential change. Document changes and train out as appropriate.
- Tackle issues with financial non-compliance as they arise to a suitable resolution.
- Keep General Ledger User Acceptance Testing (UAT) Scripts up to date, ensure UAT is performed in a timely manner for patches and upgrades.
- Ensure compliance with all FCOS employment policies, rules, procedures, in particular those related to performance, conduct and health and safety.
- Proactively input to lessons learned after each year-end audit and implement revisions to processes and reports as identified

KNOWLEDGE AND KEY SKILLS

Essential:

- Qualified Accountant.
- Experience of preparing both financial accounting and management account statements.
- Experience with general ledger functions and the month-end/year-end close process.
- Experience of the statutory audit process and of preparing full audit evidence.
- Current technical knowledge of accounting principles, Government Financial Reporting Manual (FRm) and International Financial Reporting Standards (IFRS).
- Aptitude for analysis and quantitative skills.
- Good Problem Solving skills, accuracy and attention to detail.
- Experience of team management.
- Strong organisational skills.
- Ability to work under pressure to meet tight deadlines.
- Good MS Excel skills.

Desirable:

- Working knowledge of ERP systems (esp. Oracle) including interpreting reporting requirements and writing reports
- Familiarity with Trading Fund Accounting policies and Central Government Accounting policies.
- Knowledge and understanding of Managing Public Money.
- Experience of preparing Whole of Government Accounts.

CORE COMPETENCES

Top three for job:

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- Delivering at Pace
- Making Effective Decisions
- Managing a Quality Service

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Financial, Management and Whole of Government Accounts accurately prepared within agreed timetables.
- Accounts prepared according to current standards.
- Audit information is supplied timely and accurately with prompt query resolution.

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| Budget Responsibility? | If YES, how much: £ per annum | If NO can they authorise payments? |
| N | | N |
| Reports to: (Role Title and Grade) | Head of Reporting | |
| Direct Reports: (Number and grades of staff) | 1x C4 and Counter-signatory for x2 B3 | |