

Role Title	Fixed Asset Management Officer					
Job Family	Finance	Sub Category	Financial Reporting, Control and Compliance		Grade	A2
Behaviours	• Delivering at Pace • Managing a Quality Service • Communicating and Influencing					
Purpose	To enable the accurate financial management and reporting of fixed assets for FCDO Services.					



FCDO Services

Key Accountabilities

<ul style="list-style-type: none"> Manage the asset base for FCDO Services, liaising with Responsible owners in each business area; Prepare and co-ordinate asset verification exercises throughout the year; Perform, document and implement remedial actions for six asset spot checks annually including reviewing asset tagging; Produce relevant asset journal adjustments i.e. additions, disposals, transfers, depreciation and amortisation charges; Produce accurate Asset MI for the monthly accounts and the asset audit schedules for interim and year-end audits; 	<ul style="list-style-type: none"> Conduct complex analysis, often through the manipulation of Oracle source data using Excel to provide the business with insights; Reconcile the monthly Balance Sheet and Profit and Loss fixed asset balances and deal with any necessary corrections to ensure accuracy; Generate and run a variety of reports, both routine and ad-hoc, to support the business; Assist with additional reporting team administrative and ad hoc tasks as required.
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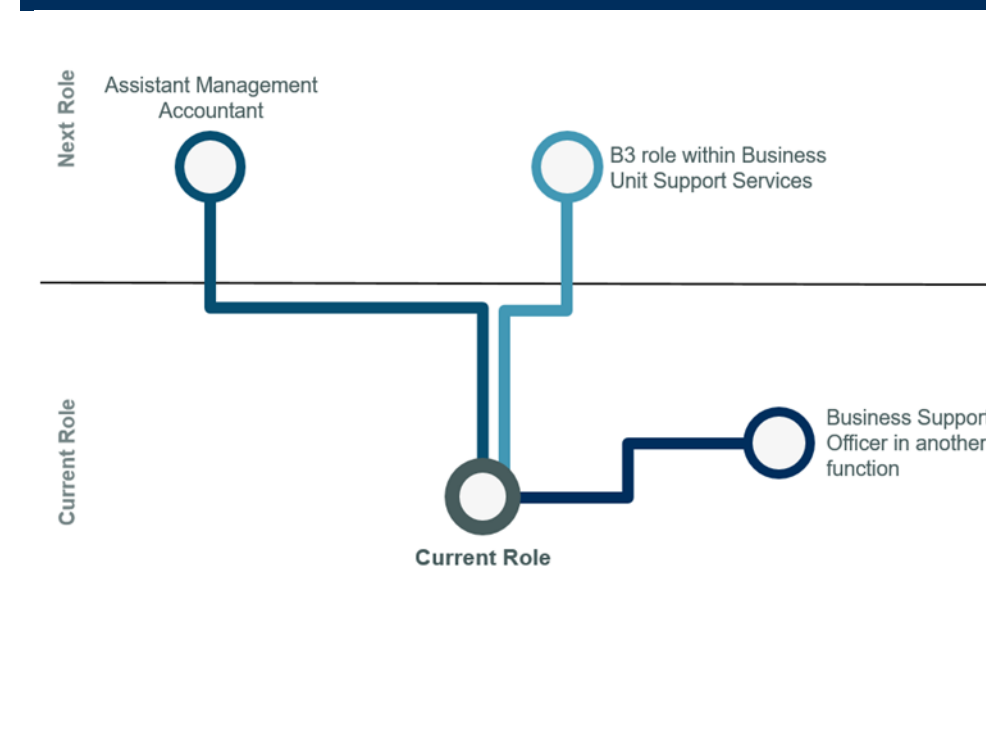
Authority and Scope

<ul style="list-style-type: none"> Responsible for accurate, quality work; Expected to be proactive in suggesting process/procedure changes/ report improvements; Expected to monitor and challenge the business on compliance, especially for Asset Compliance.

Internal and External Communications

<ul style="list-style-type: none"> Finance Business Partner Teams and Systems Teams – to give advice and guidance on monthly accounting process (fixed assets in particular) and procedures; National Audit Office – re: statutory accounts, sample provision and query follow-up in particular owning the asset schedules and follow up; Responsible Owners of assets in each business area; External providers of the asset module database – updates, patches and new software etc.
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Potential Next Career Moves



Skills

<ul style="list-style-type: none"> Analyse, interrogate and evaluate data; Accounting systems; Financial Reporting; Microsoft Office Suite;

Qualifications, Knowledge and Experience

Essential

<ul style="list-style-type: none"> Ability to organise and prioritise work to achieve deadlines Sound communication and interpersonal skills - a confident communicator who excels at building good working relationships. IT literate. Strong Excel skills to construct spreadsheets and formulae for reporting purposes
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Desirable

<ul style="list-style-type: none"> Working knowledge of Oracle, Projects, General Ledger and writing Financial Statement Generator Reports Previous exposure to operating in a commercial environment
