



Job Description

<u>Role Title</u>	Head of Financial Reporting		
<u>Business Group</u>	Business Services		
<u>Job Family</u>	Finance - Financial Reporting, Control and Compliance		
<u>Job Purpose</u>	Oversee the delivery of the management and financial accounts for FCDO Services. Ensure business reporting needs are met and integrity and governance of accounting is maintained.		
<u>Organisation Chart</u>	<p style="text-align: center;">D7 Head of Financial Control - D6 Head of Financial Reporting</p>		
<u>Date Updated</u>	19/07/2024	<u>Grade</u>	D6

KEY ACCOUNTABILITIES

- Lead the function, to build a highly motivated, high performing, efficient team that is empowered to deliver excellence;
- Oversee the delivery of the Statutory Accounts (including Whole of Government Accounts and Remuneration Report), providing leadership and direction to ensure timeliness, accuracy and compliance with legislation and accounting standards;
- Responsibility for financial content of FCDO Services Annual Report and Accounts, including ensuring accuracy of reporting, and identifying areas requiring updates and/or restatements as required;
- Act as key source of expert technical advice on financial and management accounts, making judgements to apply relevant accounting and regulatory standards (including IFRS) to reporting and disclosure, and ensuring these are suitably robust and evidenced;
- Manage the external auditing process, acting as the key interface for external auditors to ensure audit compliance, relationship owner with the National Audit Office (NAO);
- Lead responsibility for delivering the strategic aims of the organisation's financial reporting, including overseeing the development and delivery of the Financial and Management Accounts and associated reporting (including automation), engaging with stakeholders across the business to develop solutions which align to current and future business need, and support effective decision making;

- Oversee monthly review of all accounts, ensuring balance sheet reconciliations are completed and accurate detail insight is given into movements in the Income and Expenditure account and Balance sheet;
- Lead Business SME responsibility for ERP development in relation to General Ledger and Reporting, ensuring internal and external stakeholder future business requirements are met
- Identify and monitor risks in relation to financial reporting and internal control, and lead on developing and delivering appropriate mitigations, leading on introducing or amending financial policies and processes as required.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Essential:

- Qualified in a main body accounting qualification e.g. CIMA, ACCA, ACA with significant PQE
- Team Leadership experience;
- Track record of financial management and control;
- Knowledge of accounting principles, Government Financial Reporting Manual and International Financial Reporting Standards;
- Functional knowledge of ERP and general ledger systems;
- Experience of month end/year end close, preparing Financial and Management Account Statements and the statutory audit process
- Stakeholder and relationship management
- Problem solving

Desirable:

- Good knowledge and understanding of Managing Public Money;
- Knowledge of whole of government accounting (WGA) process
- Experience of Trading Fund accounting
- Recent experience of working with the National Audit Office (NAO)
- Experience of risk management and designing and implementing mitigations and controls
- Experience of business change, project planning and monitoring

CIVIL SERVICE BEHAVIOURS

Top three for job:

- Seeing the Big Picture
- Making Effective Decisions
- Working Together
- Leadership

SUCCESS INDICATORS

Success measured and evidenced by:

- Statutory accounts (including supporting notes and WGA) produced and audit process managed in line with timetable
- Updates to systems, processes or reporting to comply with regulatory or internal control requirements are prompt and meet the needs of internal and external stakeholders
- Positive feedback from NAO, with productive working relationship and minimal audit recommendations

- Timely and accurate monthly financial reporting, including management accounts, which meet the needs of internal stakeholders and align to the FCDO Services Strategy
- Monthly accounts and balance sheet reviews up to date
- Culture of continuous improvement in Financial Reporting Team, and improvements in reporting capability, including automation

<u>Budget and Authority</u>	Authority to release payments and other financial approvals in line with Delegated Authority letter issued
<u>Reports to:</u> (Role Title and Grade)	D7 Head of Financial Control
<u>Direct Reports:</u> (Number and grades of staff)	4 FTE (full line responsibility for x2 C4s and CSO for x1 B3 and x1 A2)