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| Role Title | Fixed Asset Management Officer | | | | |
| Job Family | Finance | Sub Category | Financial Reporting, Control and Compliance | Grade | A2 |
| Behaviours | <ul style="list-style-type: none"> 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. | | | | |

Key Accountabilities

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| <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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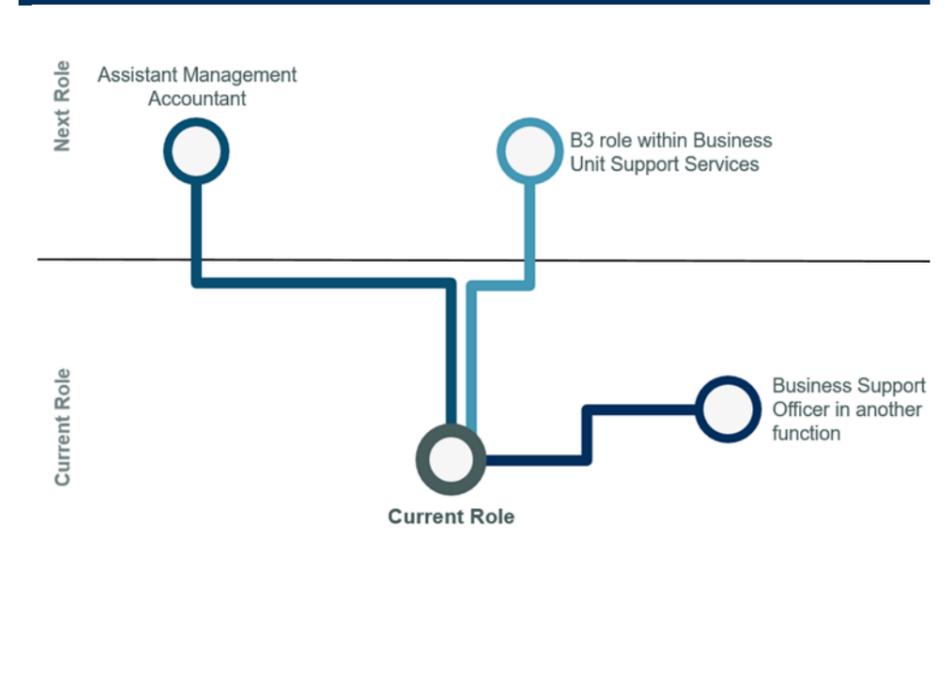
Authority and Scope

- 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

- 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.

Potential Next Career Moves



Skills

- Analyse, interrogate and evaluate data;
- Accounting systems;
- Financial Reporting;
- Microsoft Office Suite;

Qualifications, Knowledge and Experience

- Essential**
- 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

- Desirable**
- Working knowledge of Oracle, Projects, General Ledger and writing Financial Statement Generator Reports
 - Previous exposure to operating in a commercial environment