



# Role Profile

<b>Role Title</b>	Financial and Management Accountant
<b>Business group and team</b>	Business Services
<b>Job Purpose Overview</b>	<p>This role supports the Head of Reporting and Head of Financial Control to fulfil Management and Statutory Reporting duties. It is responsible for producing the Monthly Trading Accounts (MTA) and providing support for the annual accounts. The post holder will partner with the business to ensure compliance with accounting standards and government regulations and maintain robust financial control across the business, along with the integrity of the balance sheet.</p> <p>It will combine excellent Excel skills with a thorough technical knowledge of accounting principles to produce and analyse both Financial and Management Accounts.</p>
<b>Organisational position</b>	This role reports to Financial Accountant and the counter signatory is the Head of Reporting.

<b>Date Updated</b>	September 2020		<b>Updated By</b>	BS	
<b>Current / Applied Grade</b>		<b>Job evaluation date</b>		<b>Confirmed grade</b>	C4
<b>Level of Security Clearance</b>	SC DV	Yes No			

## JOB RESPONSIBILITIES

*Main responsibilities, focusing on the required outputs:*

- Coordinate the production of the full suite of Monthly Trading Accounts (MTA), ensuring they are delivered within the agreed timetable (currently working day 10), and that the process is efficient and maximises the potential of the ERP system. Preparation of End User Instructions (EUIs) for MTA process. Ensuring they are kept up to date and tested regularly.
- Develop and deliver the full suite of monthly Management Information (MI) reports (and supplementary ad-hoc analysis as required) to support business decision making
- Play a key role in the end of year accounts production, producing supporting reconciliations and schedules and providing information to the National Audit Office to support their interim and year end audit.
- Ensure accounting records are kept in compliance with statutory regulations including Finance Global Design Principles

- Review the FCDO Services compliance controls to ensure they are fully exercised on a monthly basis in line with best accounting practices and that corrective actions are put in place to deal with any discrepancies.
- Oversee completion of balance sheet reconciliations, including the VAT accounts, ensuring these are completed on a timely basis and any concerns are escalated to the Financial Accountant. Analyse balance sheet ratios including those relating to FCDO Services Key Performance Indicators.
- Other routine balance sheet checks and reconciliations including, quarterly validation and review of prepayment and contractor files, agreeing the payroll accounts with FCDO Services at month and year-end.
- Support the introduction of quarterly 'soft close' activities as required.
- Keep abreast of current developments in own area of expertise and seek ways to apply knowledge in the development of new initiatives, including assisting in assessing the impact of new accounting standards
- Line manage, train and develop staff, including apprentices, managing and coordinating work and supporting their learning and development to ensure effective delivery ensuring they cover the necessary requirements of the apprenticeship programme as well as those of their professional body
- Preparation of Whole of Government accounts and submission to HM Treasury in line with their timescales
- Provide support for the General Ledger Superuser as required; ensuring the integrity of FCDO Services data on the General Ledger and system function capability to enable the efficient processing of sub-module interfaces and journals
- Any other reasonable duties as required by the Head of Reporting or Financial Accountant.

#### **Authority**

- Own the budget holder reporting process.
- Develop and refine suite of reports as business needs change
- Responsible for delivery of all MI for relevant Corporate areas
- Manages 2 FTE (full line responsibility)
- Monitor and control adherence to Compliance areas, as determined by the FCOS Audit Risk and Assurance Committee (ARAC).

#### **Internal and external interactions**

- Business Services, Finance Business Partners, Procurement, HR, Corporate Services, Chief of Staff – to ensure MI is aligned to their needs, support business planning and forecast accurately.
- Provide Financial advice and support
- NAO query resolution

## EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND KEY SKILLS

### *Essential:*

- Part or newly qualified; or equivalent experience.
- Excellent IT skills including Excel, with significant experience constructing spreadsheets for reporting and business planning purposes;
- Understanding of the inter-relationship of various finance functions/processes which support the business;
- Good technical knowledge of management and financial accounting processes, policies and statutory requirements;
- Strong numerical and analytical skills – ability to quantify and manipulate complex financial data;
- Ability to organise and prioritise work to achieve deadlines;
- Problem Solving and Judgement: proposes constructive solutions to tackle difficult problems/tasks;
- Sound communication and interpersonal skills;
- Previous experience of delegating and team-management with the ability to develop and motivate staff;
- Working knowledge of Oracle or similar Enterprise Resource Planning (ERP) system

### *Desirable:*

- Familiarity of Principle and Governance of managing Public Money
- Experience of working in Public Sector Finance
- Experience of Oracle Fusion/Cloud and Oracle Projects, General Ledger and of writing ERP based reports
- Previous exposure of operating in a commercial environment.

## CORE BEHAVIOURS

### *Top three for job:*

- Working together
- Delivering at pace
- Managing a quality service

## CRITICAL SUCCESS FACTORS

### *Success measured and evidenced by:*

- Monthly Management Accounts accurately and timely prepared for management review for completion by 10th working day of following month;
- Reporting suite is fit for purpose and maximises potential of ERP system;
- Financial Accounts accurately and timely prepared within Hard Close and Financial Year-end timetables;
- Processes reviewed periodically with the view to shorten the management reporting timetable;
- Quarterly VAT return is validated and corrections made in time for the return completion date;
- All key account reconciliations checked and signed off, by working day 6 of the timetable;
- GL Module integrity maintained at all times, early detection and rectification of GL system errors,
- Statutory accounts produced for National Audit Office in accordance with agreed time-scale;
- Statutory accounts comply with all agreed accounting policies and accounting requirements

**Budget Responsibility?**

N

**If YES, how much:**

£

**If NO can they authorise payments?**

N

	per annum	
<b>Reports to: (Role Title and Grade)</b>	Reports This role reports to Financial Accountant and the counter signatory is the Head of Reporting.	
<b>Direct Reports: (Number and grades of staff)</b>	2 x B3	