

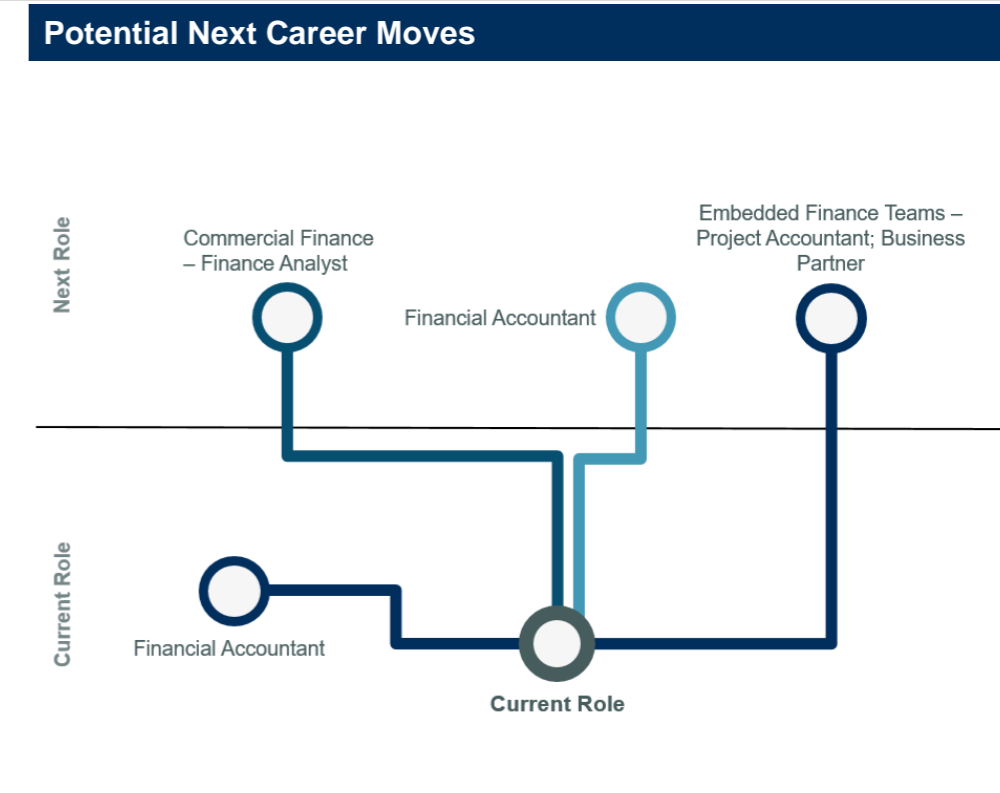


<b>Role Title</b>	<b>Management Accountant</b>				
<b>Job Family</b>	<b>Finance</b>	<b>Sub Category</b>	<b>Financial Reporting, Control and Compliance</b>	<b>Grade</b>	<b>C4</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Communicating and Influencing</li> <li>Delivering at Pace</li> <li>Commercial Awareness</li> <li>Leadership Charter</li> </ul>				
<b>Purpose</b>	Partner with the business to ensure compliance with accounting standards and government regulations and deliver robust financial control access to the business.				

<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>Manage an Assistant Management Accountant, overseeing their work and supporting their development to ensure effective delivery;</li> <li>Develop and deliver the full suite of monthly MI reports (and supplementary ad-hoc analysis as required) to support business decision making;</li> <li>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;</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that labour costs are accurately reported and recovered across the FCDO Services Corporate functions, reviewing and revising charging processes as needs change;</li> <li>Support the development of Opex and Capex proposals and lead on financial tracking to ensure benefits are realised;</li> <li>Coordinate the development of Corporate business plans, providing advice and guidance to Directors and their Senior Management Teams to ensure timely and accurate delivery;</li> <li>Provide ongoing advice, support and constructive challenge to the business to support the delivery of their financial plans, proactively identifying areas of improvement</li> </ul>

<b>Authority and Scope</b>
<ul style="list-style-type: none"> <li>Own the budget holder reporting process;</li> <li>Develop and refine suite of reports as business needs change;</li> <li>Responsible for delivery of all MI for relevant Corporate areas;</li> <li>Manages 1 FTE (full line responsibility);</li> <li>Monitor and control adherence to Compliance areas, as determined by the FCDO Services Risk committee</li> </ul>

<b>Internal and External Communications</b>
<ul style="list-style-type: none"> <li>Business Services, Procurement, HR, Corporate Services, Chief of Staff – to ensure MI is aligned to their needs, support business planning and forecast accurately;</li> <li>Provide Financial advice and support;</li> <li>HRBP's – to support workforce planning;</li> <li>Business Planner– entry to business planning model and submissions to the timetable;</li> <li>NAO – Query resolution</li> </ul>



<b>Skills</b>
<ul style="list-style-type: none"> <li>Customer/Supplier relationship management;</li> <li>Analyse, interrogate and evaluate data;</li> <li>Technical knowledge of accounting principles;</li> <li>Accounting systems;</li> <li>Financial planning and forecasting;</li> <li>Financial Reporting;</li> <li>Project Financial Reporting;</li> <li>Specialist systems/ Databases (e.g. ERP, Oracle)</li> </ul>

<b>Qualifications, Knowledge and Experience</b>
<b>Essential</b>
<ul style="list-style-type: none"> <li>Newly qualified (Chartered) accountant or equivalent demonstrable experience;</li> <li>Experience of operating in a project accounting environment</li> </ul>

<b>Desirable</b>
<ul style="list-style-type: none"> <li>Familiarity of Principle and Governance of managing Public Money;</li> <li>Experience of working in Public Sector Finance;</li> <li>Experience of Oracle Fusion/Cloud</li> </ul>