

Role Title	Financial Accountant				
Job Family	Finance	Sub Category	Financial Reporting, Control and Compliance	Grade	C5
Behaviours	Seeing the Big Picture      Making Effective Decisions      Working Together      Delivering at Pace				
Purpose	Deliver the financial accounts for FCDO Services, to ensure business needs are met and integrity and governance of accounting is maintained.				
Key Accountabilities					
<div><div><ul style="list-style-type: none"><li>Lead a small team, overseeing their work and supporting their development to ensure effective delivery;</li><li>Keep up to date with changes to financial standards, assess the business impact and develop changes to practices, processes and policies to ensure adherence and strengthen internal control;</li><li>Prepare financial accounts for the business, ensuring timeliness, accuracy and adherence to standards;</li><li>Conduct monthly review of all accounts, ensuring accurate detail insight is given into movements in the Income and Expenditure account and Balance sheet;</li></ul></div><div><ul style="list-style-type: none"><li>Ensure the financial accounts schedule and notes are completed and accurate audit evidence supplied to satisfy Audit requirements;</li><li>Manage external Audit activity through provision of samples and dealing with queries</li></ul></div></div>					
Authority and Scope		Internal and External Communications		Potential Next Career Moves	
<ul style="list-style-type: none"><li>Key source of technical advice on financial and management accounts;</li><li>Complete Remuneration report for inclusion in annual report;</li><li>Financial account detailed preparation;</li><li>Review balance sheet reconciliations and deal with variances;</li><li>Responsible for Financial Accounts development/validation;</li><li>Manage a team of 3 FTE (full line responsibility for C4 and CSO for x2 B3s);</li><li>Review Whole of Government (WGA) return before sign off;</li><li>Deputise for Head of Reporting where required</li></ul>		<ul style="list-style-type: none"><li>National Audit Office – detailed point of contact on letter points, action follow up etc;</li><li>Embedded Finance Teams – Training of central accounting processes, sharing best practice etc;</li><li>Systems Team for embedding changes in the ERP for financial accounting changes;</li><li>HM Treasury – WGA changes and updates</li></ul>		<div><div>Next Role</div><div>Current Role</div><div><div>Embedded Finance Teams – Senior Project Accountant/Commercial Accountant/Senior Finance Business Partner</div><div>Head of Reporting</div></div></div>	
Skills		Qualifications, Knowledge and Experience			
<ul style="list-style-type: none"><li>Audit methodology;</li><li>Financial Reporting;</li><li>Customer/Supplier relationship management;</li><li>Analyse, interrogate and evaluate data;</li><li>Microsoft Office Suite;</li><li>Technical knowledge of accounting principles;</li><li>Accounting systems</li></ul>		<div>Essential<ul style="list-style-type: none"><li>Qualified (chartered) accountant;</li><li>Experience of preparing Financial and Management Account Statements;</li><li>Experience with general ledger functions and the month-end/year-end close process;</li><li>Experience of the statutory Audit process and of preparing full Audit evidence;</li><li>Technical knowledge of accounting principles, Government Financial Reporting Manual and International Financial Reporting Standards;</li></ul></div>		<div>Desirable<ul style="list-style-type: none"><li>Working knowledge of ERP systems;</li><li>Familiarity with Trading Fund Accounting and Central Government Accounting policies;</li><li>Knowledge and understanding of managing public money;</li><li>Experience of preparing Whole of Government Accounts</li></ul></div>	

