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| Senior Financial Management Accountant |
| **Department:** Finance | Section: Finance and Resourcing | Location: Bristol |
| **Band:** SEO | Line Manager: Financial Controller | Security Clearance: Basic Checks |
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# Job Description

## Job summary and where the job sits in the Agency

This role sits within our Finance Team where you will support the Agency’s daily requirements and its Business Transformation Project: implementing systems and supporting financial governance, global month end reporting, DfT reporting, statutory reporting, Working Capital, Fixed Assets management and provide reconciliations for balance sheet control accounts. Working closely with the Financial Controller and the Management Accountant, you will ensure the delivery of accurate and timely management and financial information to a variety of stakeholders.

## Duties and Responsibilities

### Financial Systems

* Support the Agency’s Business Transformation Project
* Monitor and evaluate financial information systems and recommend improvements.

### Department for Transport and Statutory reporting

* Support the Financial Controller with the preparation of quarterly consolidated accounts and annual statutory reporting.
* Preparation of currency translations.
* Lead and prepare monthly KPI/DfT analysis and reporting.
* Preparation of statutory gross margin analysis.
* Prepare and update work instructions.
* Assist with provision of information for interim and year-end audit.

### Balance Sheet Reconciliations

* Ensure all balance sheet control accounts reconciled.
* Update and maintain comprehensive reconciliation file suitable for audit.
* Review and amend processes and compile work instructions.

### Fixed Assets

* Enable revaluation computations by asset item.
* Set up and undertake phased physical audits.
* Review asset register and identify assets with extended lives, impaired or no longer in existence.
* Reconcile asset register to SUN & Statutory accounts
* Prepare appropriate journals.

### Working Capital

* Liaise with credit Control Manager to audit bad debt provisions and recovery.
* Monitor work-in-progress to identify completed jobs that need final invoicing or writing off. Ensure all disbursements and Travel & Subsistence costs recharged where appropriate.
* Review and audit supplier, credit cards and Travel & Subsistence processes.
* Audit cash management processes.
* Prepare appropriate journals.

### Overseas Operation

* Lead with the set-up of currency databases and operation of processes and controls for financial results for overseas operations.
* Prepare a financial audit programme.
* Prepare work instructions.

### Month end reporting

* Lead with the analysis of work in progress and fixed assets.
* Lead with the analysis of revenue recognition processes.
* Review provisions and accruals.
* Prepare work instructions.
* Preparation of month end accounts.

### Ad Hoc projects

* Undertake ad-hoc projects to improve efficiency of financial/business processes.
* Support with Parliamentary Questions & Freedom of Information requests.
* Assist the Financial Controller with budgeting.

## Essential Criteria

* Experience of working as a Qualified Accountant, CCAB recognised accountancy body such as CIMA or ACCA.
* Systems experience in a Systems Accountant role or involvement with a systems implementation or upgrade.
* Public Sector FReM accounting knowledge.
* Strong communication and interpersonal skills.
* Strong attention to detail and accuracy are vital to this role.
* The ability to problem solve and apply analytical skills.
* Experience with multi-currency, multi database, global multi-location entities.
* Experience with time recording, work-in-progress and billing systems.
* Experience of leading and line managing a team
* Advanced Excel skills.
* Flexible attitude.

# Person Specification

## Experience

### Essential criteria

Please find below a list of experience relevant to the role, candidates will be expected to demonstrate their suitability against these in their application and during the assessment:

* Experience of working as a Qualified Accountant, CCAB recognised accountancy body such as CIMA or ACCA.
* Systems experience in a Systems Accountant role or involvement with a systems implementation or upgrade.
* Experience with multi-currency, multi database, global multi-location entities.
* Experience working with internal and external auditors.

More information about [Success Profiles Experience](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/744221/Success-Profiles-Experience-vFV.pdf).

## Behaviours

Please find below a list of behaviours required to operate effectively in the role, candidates will be expected to demonstrate their suitability against these during the assessment:

### Seeing the Big Picture

* Understand the strategic drivers for your area of work.
* Align activities to contribute to wider organisational priorities.
* Remain alert to emerging issues and trends which might impact your work area.
* Seek out and share experiences to develop knowledge of the team’s business area.
* Understand how the strategies and activities of the team create value and meet the diverse needs of all stakeholders.

### Making effective decisions

* Understand own level of responsibility and empower others to make decisions where appropriate.
* Analyse and use a range of relevant, credible information from internal and

external sources to support decisions.

* Consult with others to ensure the potential impacts on end users have been considered.
* Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

### Working Together

* Encourage joined up team work within own team and across other groups.
* Establish professional relationships with a range of stakeholders.
* Collaborate with these to share information, resources and support.

### Delivering at Pace

* Show a positive approach to keeping the whole team’s efforts focused on the top priorities.
* Ensure the most appropriate resources are available for colleagues to use to do their job effectively.
* Regularly monitor your own and team’s work against milestones ensuring individual needs are considered when setting tasks.
* Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance.
* Allow individuals the space and authority to meet objectives, providing additional support where necessary, whilst keeping overall responsibility.

## Qualifications

* Qualified Accountant, CCAB recognised accountancy body such as CIMA or ACCA, or working towards this or relevant experience.