

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Financial Accountant	Current Grade:	B004
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Senior Financial Accountant	No of Posts:	1
Level of vetting:	MV	Post Number:	XXXX

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The postholder is a member of the Financial Accounts team and will be responsible for:

- Managing the preparation of the financial statement, quarterly accounts and ad hoc reporting, including leading on the annual review of accounting policies;
- Maintaining a sound systems of internal control;
- Liaising with internal and external audit, providing support to the Audit and Risk Committee including drafting clear and concise reports, implementing audit recommendations arising from Internal Audit work;
- Providing technical accounting advice within the finance team and to business areas as required;
- Support the development and implementation of financial systems processes and control improvements;
- Supporting the delivery of taxation services on behalf of the organisation; and
- Supporting the development of improvements to financial processes and controls.

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**C. DIMENSIONS OF THE POST** *The key statistics associated with the post*

**Financial – Direct or Non-Direct**

- Responsible for the complete and accurate processing of accounting records to enable the reporting of financial performance and position during the year and at year end. This includes the compiling accurate records for fixed assets (c £60m), Debtors (c £20m), Creditors (c £40m) pension liabilities (C£650m), and reserves (c £427m)
- Forecasting cashflow to ensure cash balances are monitored and retained above the BTPA set minimum levels;
- Reviewing and reconciling payroll payments of approx. £250m per annum.

**Staff Responsibilities – Direct or Non-Direct**

None

**Any Other Statistical Data**

KPIs for Aged Creditor and Debtor balances, cash balances, accuracy and timeliness of sales invoices, timeliness of payment of suppliers.

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**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

**Financial Reporting**

- Supporting of the preparation of the annual financial statements,
- Supporting on the production of the quarterly accounts for presentation at BTP and BTPA governance meetings
- Delivering ad hoc reporting on financial and technical issues
- Using technical accounting knowledge to resolve technical accounting issues

**Period End and routine processes**

- Executing accounting close ensuring that financial accounting data is compiled in an accurate and timely manner
- Preparing monthly journal on a timely basis for review by the DD Financial Control.
- Prepare monthly balance sheet account reconciliations.
- Monitoring the daily cash flow to manage the cash balances and ensure balances stay above the minimum set by the organisation.

**Audit Liaison**

- Liaising effectively with internal and external audit and preparing working papers
- Preparing papers for the organisations governance committees including the Audit and Risk Committee (ARC),
- Implementing audit recommendations arising from Internal and External Audit work;

**Technical Accounting and Taxation**

- Managing on the provision of technical accounting advice within the finance team and to business areas as required.
- Collating information for actuarial calculations on the pension fund. Advising the actuary of key assumptions relating to the pension valuation.
- Support the delivery of taxation requirements for the organisation
- Preparation of tax returns for submission to the HMRC (e.g. VAT return, CT return)

**Financial Systems and compliance**

- Working closely with the Financial Systems team to develop and implement systems processes, controls and improvements
- Supporting the development of an effective financial control environment.
- Monitoring and reporting on compliance with financial controls

**Working flexibly**

- Undertaking such other projects and 'business as usual' activities as assigned
- Planning their own work and of the team to respond to changing priorities

**Managing change**

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- Leading the team through organisational and process-related change
- Contributing to the Force's Efficiency Plan, including implementation of relevant changes within the Department

**Communicating effectively**

- Be an ambassador for the Department, representing the Finance Director as required
- Communicating effectively orally and in writing, within the Department, elsewhere within the BTP and with other stakeholders
- Adapting communication style to reflect the circumstances, including communicating technical information in an accessible way to non-accountants

**E. DECISION MAKING:**

**Make decisions**

The post holder is required to:

- undertake accounting estimates and judgements in preparing the financial statements;
- interpret and implement the requirements of the applicable financial reporting framework and the accounting policies adopted by the organisation;

**Significant say in decisions**

Advising the Finance Director and the Finance Committee of the adequacy of systems controls.

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

Finance Director, Heads of Service, Director of Capability and Resources, Chief Officers, Area Commanders, Service Managers, Budget holders, HR and Payroll Managers.

**External**

BTPA Treasurer, BTPA Chief Executive, BTPA Chair, BTPA Authority Members, Internal Auditors, External Auditors, Government Banking Service, HMRC, Pension Trustees, Actuaries, Department for Transport, DfT ALBs, Other Police forces, Suppliers.

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

A fully qualified member of one of the five Consultative Committees of Accounting Bodies (CCAB) i.e. ACCA, CIPFA, ICAEW, ICAI, or ICAS or a European or International equivalent qualification.

Complies with the CPD requirements of their professional accountancy body or (if no such requirements are set) with continuing professional development equivalent to that of the CIPFA CPD requirements.

**Experience:**

- Extensive experience within a financial accounts team.
- Significant experience of financial reporting to meet UK GAAP standards
- Sound understanding and proven experience of delivering value added financial reporting and annual accounts preparation.
- Track record of building strong relationships with a wide range of internal and external organisations, partners and stakeholders working together to deliver successful outcomes

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### Skills

- Ability to apply technical accounting skills to solve complex problems
- Reporting on complex financial matters to non-financial managers both in writing and orally.
- Understanding of financial reporting frameworks
- Strong and successful track record of building effective partnerships across organisational boundaries
- Identifying the main issues in complex problems, clarify understanding and developing pragmatic solutions,
- **Innovation:** Encouraging a culture of innovation focused on adding value – give people space to think creatively.
- **Leadership:** Confidently engage with stakeholders and colleagues at all levels to generate commitment to goals and improvements.
- **Team working:** Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests. Taking a strategic perspective to identifying the capability needs of the Department and identifying and nurturing future leaders
- **Value added:** Embed a culture of value for money across the organisation and within the team. Working collaboratively across boundaries to ensure that the organisation maximises its strategic outcomes within the resources available.
- **Active:** Creating opportunities and leading on service improvements (including new technology) comparing the finance service against industry best practice and identify improvements, as well as ensuring our processes meet legal and regulatory requirements

### Knowledge

- Communicate clearly, concisely and confidently at senior management level.
- Promote teamwork and co-operation across teams to enhance performance.
- Awareness of challenges facing the public sector
- Good knowledge and accounting and budgeting frameworks, UK GAAP and IFRS
- Awareness of the principles of managing public money
- The ability to effectively manage and lead individuals and teams and to follow all relevant HR policies and procedures.

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**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

- Understanding of central government or public sector financial reporting frameworks

**Skills:**

- Understanding the organisation's strategic and commercial aims and objectives, and communicate them to colleagues.

**Knowledge:**

- Good understanding and working knowledge of the Treasury FREM.

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

**I. AUTHORISATION DETAILS**

Prepared By:	Deputy Director	Date:	21/11/2016
Area Commander /FHQ HoD:	Finance Director	Date:	21/11/2016
Evaluation Panel:		Date:	

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