

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:	Capital Accountant	Current Grade:	B004
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Deputy Director Financial Control	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 Capital Accountant is a member of the Financial Accounting team and is responsible for:

- Developing, reviewing and updating capital accounting policies;
- Developing and implementing arrangements for maintaining a complete, accurate and up to date fixed asset register;
- Develops an appropriate cost centre structure to support financial reporting;
- Provision of regular financial information to project managers to enable the effective tracking of project spend to date and future financial forecasts;
- Supporting project managers in the financial management of projects.

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C. DIMENSIONS OF THE POST *The key statistics associated with the post*
Financial – Direct or Non-Direct

- Complete, accurate and timely recording of property, plant and equipment approx. £50m and intangible assets of approx. £10m in the general ledger and financial statements;
- Developing, reviewing, implementing and updating appropriate accounting policies for £60m of non-current assets;
- Responsible for the preparation of complete, accurate, and timely financial reporting and forecasting information on non-current assets to the Service Improvement Board, Force Executive Board and the Authority Finance Committee;
- Complete and accurate recording of additions and disposals in the fixed asset register

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

F

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

Policy development

- Developing, reviewing and implementing appropriate accounting policies for £60m of non-current assets.
- Undertaking an annual review of accounting policies and making recommendations to management on the financial impact of any changes to accounting policies.
- Assessing the in-year and longer term impact of accounting policies relating to non-current assets.
- Developing the asset management plan for the organization.

Financial Control

- Update and maintenance of the fixed asset register to ensure alignment with government financial reporting framework.
- Undertaking balance sheet reconciliations on a timely basis.
- Reviewing and applying the correct accounting treatment for asset disposals to ensure that all entries in the fixed asset register and financial statements are complete and accurate.
- Creating appropriate project codes in the financial accounting system and liaising with the project accountant to ensure any assets created as a result of projects are accurately reflected in the fixed asset register.
- Leading on month end procedures relating to capital to ensure the timely closedown of the financial system.
- Identifying and reporting any financial issues that impact on regularity, propriety and value for money.

Financial Management and monitoring

- Preparing period end reporting and forecasting information of non-current assets
- Managing and preparing regular period end reports and quarterly reports to the various governance boards of the organisation and the British Transport Police Authority.
- Delivering ad hoc reporting on financial issues relating non-current assets.
- Supporting the MI and analytics team in designing a comprehensive suite of business MI in relation to non-current assets, to meet the evolving needs of the organisation.

Financial Statements preparation

- Applying accounting policies, estimation procedures and accounting judgements to the preparation of disclosures in the financial statements and associated notes relating to non-current assets.
- Preparing high quality working papers that support the financial statements that are complete, accurate and timely.

Internal and External Audit Liaison

- Prepare, compile, analyse and co-ordinate information for Internal and External Auditors to ensure accurate and timely information is provided to auditors.
- Providing timely explanations to Internal and External Audit on audit queries
- Implementing Internal and External Audit recommendations.

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Providing high quality technical advice

- Providing high quality, relevant and technical advice to Finance colleagues and Management.

Communicating effectively

- Be an ambassador for the Department, representing the Deputy Director Financial Control and 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.

Working flexibly and positively

- Undertaking such other projects and 'business as usual' activities as assigned
- Working collaboratively with colleagues.
- Contributing to the improvement of the finance function and promoting a culture of continuous improvement.
- Planning their own work and of the team to respond to changing priorities.

E. DECISION MAKING:**Make decisions**

The post holder is required to:

- Evaluating and communicating the impact of the adoption on new accounting policies in relation to non-current assets;
- Lead on the annual review of accounting policies relating to non-current assets to assess their on-going suitability and application for non-current assets
- Advising the Deputy Director Financial Control and Deputy Director – Decision Support on the level of capital funding based on depreciation calculations.
- Effectively implementing agreed internal and external audit recommendations

Significant say in decisions

- Advising the Deputy Director Financial Control and Finance Director on the regularity, propriety and value for money implications arising from non-current assets.
- Advising the Deputy Director Financial Control and Finance Director on capital funding.

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

Internal

Finance Director, Deputy Director Decision Support, Deputy Director Financial Control, Deputy Director Commercial and Procurement, Heads of Service, Director of Capability and Resources, Chief Officers, Area Commanders, Service Managers, Budget holders.

External

BTPA Treasurer, BTPA Chief Executive, BTPA Chair, BTPA Authority Members, Internal Auditors, External Auditors, Government Banking Service, HMRC, 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 operating in a senior role within a finance function.
- Understanding of financial reporting frameworks and UK GAAP
- Experience of financial reporting in a complex and/or geographically dispersed organization
- Sound understanding and proven experience of delivering capital accounting.
- Track record of building strong relationships with a wide range of internal and external organisations, partners and stakeholders working together to deliver successful outcomes.

Skills

- Ability to think strategically to solve technical accounting issues.
- Highly numerate with good excel skills
- An excellent communicator with good interpersonal skills, confident working with individuals at all levels to build effective partnerships across organisational boundaries.
- Analytical, creative and strategic.
- Reporting on complex financial matters to non-financial managers both in writing and orally.
- Adopting clear processes and standards for managing performance at all levels, maintain effective performance in difficult and challenging circumstances and be a role model to support and energise teams to build confidence in their ability to deliver outcomes.
- **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 organisation 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.
- Take responsibility for implementing change successfully in the relevant functional area. Identify development opportunities for staff and encourage a learning environment.
- The ability to effectively manage and lead individuals and teams and to follow all relevant HR policies and procedures.

Desired Criteria:

Qualifications and Training:

Experience:

- Understanding of central government or public sector financial reporting frameworks
- Management of projects and capital accounting.

Skills:

- Understanding the organisation's strategic and commercial aims and objectives, how these impact on the role.

Knowledge:

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: Head of Finance and Procurement
Area Commander /FHQ Finance Director
HoD:
Evaluation Panel:

Date: 21/11/2016

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