

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	Area:	NA
Reports To:	Senior Financial Accounting Manager	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 to:

- Manage the preparation of the financial statement, quarterly accounts and ad hoc reporting, including leading on the annual review of accounting policies.
- Maintenance and development of a robust and fit for purpose financial control environment.
- Liaise with internal and external audit, provide support to the Audit and Risk Committee including drafting clear and concise reports, implement audit recommendations arising from Internal Audit work.
- Provide 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.
- Support the delivery of taxation services on behalf of the organisation.
- Support 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 £49m), Debtors (c £20m), Creditors (c £50m) pension liabilities (C£782m), and other reserves.
- Reviewing and reconciling payroll payments of approx. £290m per annum.
- Responsible for the preparing of the VAT and taxation returns and payments to the HMRC

Staff Responsibilities – Direct or Non-Direct

- No direct reports.

Any Other Statistical Data

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

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

Financial Reporting

- Prepare the annual financial statements.
- Produce the quarterly accounts for presentation at BTP and BTPA governance meetings.
- Prepare the reports for all financial control- related DfT returns. This includes the interim and year-end consolidation pack and the Whole of Government Accounts return.
- Deliver ad-hoc reporting on financial and technical issues.
- Use 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.
- Prepare monthly journals on a timely basis for review by Senior Financial Accounting Manager.
- Prepare monthly balance sheet account reconciliations; with particularly focus on the fixed asset accounts.
- Do compliance and audit checks including expenses, overtime, payroll and GPC audit.

Audit Liaison

- Liaise effectively with internal and external audit and preparing working papers.
- Prepare papers for the organisations governance committees including the Audit and Risk Committee (ARC).
- Implement audit recommendations arising from Internal and External Audit work.

Technical Accounting and Taxation

- Provision of technical accounting advice within the finance team and to business areas as required.
- Support the delivery of taxation requirements for the organisation.
- Preparation of tax returns for submission to the HMRC (e.g. VAT return, CT return).
- Ongoing maintenance of the accounting manual.

Financial Systems and compliance

- Work closely with the Financial Systems team to develop and implement systems processes, controls and improvements.
- Support the development of an effective financial control environment.
- Monitor and report on compliance with financial controls.

Working flexibly

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

Managing people

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- Work in partnership with colleagues to manage and develop Finance and Procurement staff as a group.

Managing change

- Lead the team through organisational and process-related change.
- Contribute 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.
- Communicate effectively orally and in writing, within the Department, elsewhere within the BTP and with other stakeholders.
- Adapt 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 Director of Finance and Commercial Services, the Chief Officer Group and BTPA of the adequacy of systems controls.

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

Internal

Deputy Director Financial Control, Heads of Service, Director Finance, Commercial and Estate Services, 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 or in an audit practice.
- Experience of financial reporting in a complex and/or geographically dispersed organisation
- Significant experience of financial reporting to meet IFRS/FrEM 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.

Skills

- Ability to apply technical accounting skills to solve complex problems.
- Report on complex financial matters to non-financial managers both in writing and orally.
- Understand of financial reporting frameworks.
- Strong and successful track record of building effective partnerships across organisational boundaries.
- Identify the main issues in complex problems, clarify understanding and developing pragmatic solutions.

Knowledge

- Communicate clearly, concisely and confidently at senior management level.
- Promote teamwork and co-operation across teams to enhance performance.
- Awareness and understanding of challenges facing the public sector.
- Good knowledge of accounting and budgeting frameworks, including IFRS.
- 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:

Skills:

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

Knowledge:

- Understanding of central government or public sector financial reporting frameworks.
- Awareness of the principles of managing public money.

- 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:	Implementation Lead of Finance, Commercial and Estate Services	Date: 24/09/2019
Area Commander /FHQ	Director of Finance, Commercial and Estate Services	Date: 24/09/2019
HoD:		Date:
Evaluation Panel:		Date:

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