

## 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:	Project Accountant (Fixed Term)	Current Grade:	B003
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Financial Business Partner	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 project accountant is a member of the Decision Support team. The Project Accountant supports:

- Project managers in the organisation in developing financial aspects of business cases and ensuring that capital and revenue consequences are included in the medium term financial plan;
- Managing and tracking the financials of confirmed and potential business to pass on to Business Partner team for forecasting purposes
- Develops an appropriate cost centre structure to support financial analysis and decision making;
- 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.
- Reporting and monitoring reports for Governance Boards, SIB, FEB, BTPA Finance Committee and BTPA.
- Facilitating as necessary to ensure project related transactions occur.

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

**Financial – Direct or Non-Direct**

- Responsible for ensuring the capital and revenue elements of specific business cases are included in the capital programme of approx. (circa £15m p.a.) and revenue consequence of capital (circa £5m p.a.);
- Supporting the development of a Medium Term Financial Plan circa £1.5bn of spend;
- Supporting the development of business cases which span and number of years and whole life costs between £1m to £20m;
- Responsible for the preparation of complete, accurate, and timely management accounts reported to the Service Improvement Board, Force Executive Board and the Authority Finance Committee;
- Responsible for assessing the affordability of significant investment decisions ( e.g. affordability of projects with financial consequence of up to £30 million)
- Leading on investment appraisal to support the medium term capital program (Circa £75 million).

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

None

**Any Other Statistical Data**

In year forecast of capital and revenue spend

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

**Longer term financial planning**

- Designing and implementing the framework to link the impact of projects into both the capital and revenue budgets.
- Analysis and review of business cases to identify the capital and revenue requirements and feeding these into the annual budget and business planning cycle.
- Prepare and develop investment appraisals to support business cases and dis investment decisions as required.
- Providing financial and commercial financial advice for service managers to assist in the development of all projects.
- Developing strong financial management arrangements for all projects, underpinned by effective financial controls to support and enable the delivery of the organisation's objectives.
- Advising on the financial and commercial impacts of current and planned business initiatives and activities across both statutory and discretionary functions

**Project planning**

- Supporting project managers to include complete and accurate capital and revenue costs in business cases and identifying, assessing and considering the potential impact of projects and business cases on the balance sheet and income and expenditure.
- Assessing the overall affordability and value for money of business cases and undertaking a critical review and analysis of financial information contained in business cases.
- Leading on the provision of analysis support and linking of money with programme/ project KPIs and milestones.
- Advising on the financial and commercial impacts of current and planned business initiatives and activities across both statutory and discretionary functions.
- Undertaking in depth analysis of new initiatives to ensure return on investment is used to prioritise investment decisions.
- Leading on the assessment of financial benefits arising from business cases and ensuring that realistic timeframes are set to deliver financial benefits.
- Creating appropriate project codes in the financial accounting system and liaising with the capital accountant to ensure any assets created as a result of projects are accurately reflected in the fixed asset register and supported by complete and accurate information.

**Financial Management and monitoring**

- Supporting project accountants to maintain all project related costs, commitments,

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contracts and variation orders.

- Assisting project managers to accurately profile project spend and undertake regular review and reporting against profiled spend.
- Identify and highlight variance in project spend, including total spend, spend against profile and work with project managers to investigate project variances and submit variances reports to management.
- Building strong relationships with project managers, service managers, department heads supporting effective financial decision-making.
- Managing and preparing regular period end reports, quarterly reports and year end outturn report to the various governance boards of the organisation and the British Transport Police Authority.
- Identifying and reporting any financial issues that impact on regularity, propriety and value for money.
- Assessing the financial risks of project over or underspends and reporting these to management.
- Delivering ad hoc reporting on financial issues relating to all projects.
- Supporting the management information and analytics team in designing a comprehensive suite of business management information in relation to project costs, to meet the evolving needs of the organisation and project managers.
- Liaising closely with the capital accountant to classify the nature of spend on projects into either capital or revenue and working with project managers to ensure project spend is correctly recorded in the financial system.
- Developing and delivering training to project managers in the business in relation to project accounting and raising awareness of capital accounting rules.

#### **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.

#### **Managing change**

- 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 Deputy Director Finance-Decision Support 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.

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**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:

- Estimate the financial consequences of projects (capital and revenue) on growth and savings assumptions on the preparation of future years budget and medium term financial plan;
- Assess the impact and advise on management actions required to address significant financial variances between budget and actual back into line

Advising the DD Finance, Decision Support on the budget implications of projects

Effectively implementing agreed internal and external audit recommendations

Determining, advising and implementing the mechanism for removing cashable benefits within business cases

**Significant say in decisions**

Advising the DD Finance - Decision Support and Finance Director on the adequacy of management actions to address any financial variances between actual and budgeted expenditure on projects.

Advising the DD Finance - Decision Support and Finance Director on the value for money and affordability implications of project and programme initiatives.

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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 Finance – 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 member of one of the five Consultative Committees of Accounting Bodies (CCAB) i.e. ACCA, CIPFA, ICAEW, ICAI, or ICAS, or CIMA 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:**

- Experience of working either within a finance function or as a project accountant in a portfolio office.
- Understanding of financial reporting frameworks and budgeting framework
- Experience of financial reporting in a complex and/or geographically dispersed organization
- Sound understanding and proven experience of delivering project 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
- Experience of projects and capital accounting.

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### Skills

- Ability to think strategically, and evidence and analysis to inform and support decision making.
- 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; a strong problem solver and commercial thinker.
- Reporting on complex financial matters to non-financial managers both in writing and orally.
- Identifying the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option.
- 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

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**Knowledge**

- Communicate clearly, concisely and confidently at senior management level.
- Promote teamwork and co-operation across teams to enhance performance.
- Knowledge and awareness of technology based programme management
- 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: Deputy Director Decision Support  
Area Commander /FHQ Finance Director  
HoD:

Date: 9/5/19

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NOT PROTECTIVELY MARKED

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Evaluation Panel:

Date:

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