

## JOB DESCRIPTION

### Financial Accountant

<b>Post Ref</b>	5.7.1
<b>Reporting To</b>	5.7 Associate Director Finance
<b>Pay Band</b>	HEO
<b>Line Management, Accountable For</b>	
<b>Budget Management</b>	N/A

#### Job Purpose

To ensure the provision of a high quality financial accounting service that supports the effective and efficient management of Ofqual financial resources, within statutory and regulatory guidelines.

To work within the finance team supporting accurate and timely processing of financial transactions and processes, and internal/external reporting requirements.

#### Key Accountabilities:

- Supporting the Associate Director Finance in ensuring the integrity, accuracy, and timeliness of all financial records, ensuring all income and liabilities are accurately recorded, reconciled and reviewed.
- Supporting the Associate Director Finance in the planning, preparation, and delivery of statutory reports, publications, internal and external audits, and the Annual Report and Accounts within agreed timetables.
- Preparation of VAT Return workings and associated reconciliations.
- Delivery of the monthly close process, analysing transactions and preparing required journals.
- Processing journals ensuring that all accounting entries are supported by working papers for analytical review and audit.
- Completing account reconciliations to review and clear balance sheet control accounts on a monthly basis, including GRNI, VAT and payroll accounts, and maintaining appropriate documentation to support the audit.
- Prepare the monthly finance team performance indicators and transparency publications for review.
- Control access to and the security of the financial suite, and maintain accounting structures to ensure they meet Directorate and corporate needs.
- Assist the Procurement and Contract Manager (PCM) to maintain the Contracts Register and procurement reports, and prepare the procurement KPI reports for PCM review.

- Providing support, assistance and cover across the wider Finance team to manage team absences and peak periods, which may include hands on support and/or managing additional financial responsibilities and staff.

#### **Corporate Accountabilities:**

- Leading by example as a role model for Ofqual's values and professional standards.
- Driving the delivery of business and corporate plans for your own areas of responsibility.
- Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
- Driving continuous improvement within your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
- Managing delegated resources (e.g. budgets, equipment and contracts) as appropriate, to ensure value for money.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

**This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.**

## PERSON SPECIFICATION

### Experience

Criteria	Essential (E) or Desirable (D)
Experience of developing, maintaining and running financial accounting systems and computerised accounting systems.	E
Successful track record of working with stakeholders to develop and maintain effective, open and productive working relationships.	E
Experience of delivering priorities within strict timelines.	E
Experience of working in procurement	D
Experience of regulation, gained by working in a regulator or regulated environment.	D

### Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	E
The ability to understand external and internal trends and changes and advise on appropriate strategic and operational responses.	E
Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.	E
Excellent written and oral communication skills, and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.	E
Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	E

### Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
Studying for a CCAB qualification (CIPFA, CIMA, ICAEW, ICAS, ICAI or ACCA), or AAT qualified or equivalent	E

Detailed knowledge of financial accounting processes and approaches.	E
An understanding of public sector accounting requirements.	D
Understanding of the role of a regulator and approaches to regulation.	D
Understanding of the education system political and policy context, particularly related to qualifications.	D

**You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.**