

JOB DESCRIPTION

Job title	Chief Financial Accountant		
Department	Finance		
Reports to	Head of Financial Accounting		
Band	F	Salary	£40,000 - £45,000 Plus excellent benefits
Job purpose			
<p>Reporting to the Head of Financial Accounting, the Chief Financial Accountant will be the expert within The National Archives regarding all technical accounting / statutory matters so far as they affect the organisation. The primarily responsibilities of this role are to:</p> <ul style="list-style-type: none"> • Ensure that The National Archives achieves best practice in terms of complying with all current accounting and legal reporting obligations • Support the Head of Financial Accounting in the production of key statutory / legal accounting reports such as the Annual Report and Resource Accounts • Ensure that key financial controls within The National Archives are operating effectively • Support the Head of Financial Accounting in his / her management of the transaction process teams • Support the Head of Financial Accounting in his / her dealings with auditors (both internal and external) and other interested, third party stakeholders • Deputise for the Head of Financial Accounting during his / her absence <p>The role requires liaison, internally, with the financial planning / management accounting and corporate planning functions and externally with the external auditors of The National Archives, (currently the National Audit Office), the internal auditors and with officials of the Ministry of Justice and the Treasury.</p> <p>The contents of this job description are not intended to be exhaustive but simply to highlight the current key responsibilities of the role and the role holder is expected to perform whatever tasks might be assigned to them that someone of their qualification and experience might reasonably be expected to be able to be perform.</p> <p>The role holder does not have any direct staff management responsibilities but is expected to assist the Head of Financial Accounting in the management of the transaction processing teams (which currently total 6 staff).</p>			
Role and responsibilities			
Financial reporting			
<ul style="list-style-type: none"> • Provide analysis and advice to the Head of Financial Accounting on the potential implications of proposed changes in accounting rules / policies and legislation / government rules. This includes the “rules” around managing public money, the Government Financial Reporting Manual (FREM) and International Financial Reporting Standards 			

- Make recommendations on how the organisation should adopt best practice in terms of financial reporting (where it is not already doing so)
- Assist the Head of Financial Accounting with all statutory reporting of The National Archives, including all reporting to HM Treasury, Ministry of Justice, Cabinet Office and other external stakeholders
- Under the supervision of the Head of Financial Accounting manage the production of the Annual Report and Accounts and the associated supporting evidence and reconciliations, working with the Head of Financial Accounting and others to ensure that the organisation receives a clean audit report
- Work with Directors and Heads of Department across the whole organisation to ensure risks associated with the production of the annual report and accounts are identified and managed accordingly
- Manage the medium term cash forecasting process and reporting the cash requirements of The National Archives
- Ensure that all transactions comply with appropriate VAT regulations and submitting the VAT Return on behalf of The National Archives
- Production of a statutory based set of management accounts, including balance sheet, on a monthly basis, using this information to assist the Head of Financial Planning with the production of the monthly management accounts
- Produce, as required, any ad hoc reports required by the Director of Finance
- Ensure other parts of the Finance Department and organisation as a whole are kept abreast of any significant implications arising from changes in accounting rules

Management

- Assist, as required, the Head of Financial Accounting with management of the transaction processing teams

Transaction Processing / Systems / Controls

- Responsible for ensuring the integrity of the data held within the finance systems and the security of the related data entry processes
- Through preparation / review (as appropriate) of balance sheet / control accounts reconciliations, ensure the balances reported in the financial statements are complete and accurate
- Take lead in recommending improvements to financial accounting / transaction processes of the organisation
- Manage the fixed assets register of the organisation
- Take the lead in ensuring that any internal or external audit management letter points relevant to the Financial Accounting function are cleared on a timely and appropriate basis
- Ensure that key financial processes are properly documented and updated and

reviewed regularly with a view to achieving improvements and efficiencies

- Responsible for managing and controlling the Chart of Accounts
- Take leading role within the Finance Department for management of the core IT systems, notably Sun Accounts, Vision and the finance-related aspects of iPOS (purchase order system)

Liaison with external bodies

- Manage the external audit processes, ensuring that the National Audit Office and other relevant bodies are supplied with information as required, within the agreed timetable and that staff are available for interim and final audits
- Liaison with HM Treasury and implementation of new policies in relation to external changes to HM Treasury rules or financial reporting standards

Assist internal auditors with financial accounting related reviews and, where agreed by the Audit Committee, implement recommendations for procedural changes

Person specification

Key:

- A strong financial accounting background. CCAB qualification, ideally ICAEW
- Capable of demonstrating up to date technical financial reporting knowledge including in-depth knowledge of International Financial Reporting Standards (IFRS)
- Experience of owning and producing statutory financial statements
- Experience of managing teams with a range of capabilities
- Strong finance system skills including advanced Excel skills
- Good written and oral communication skills, able to communicate complex financial matters to non-technical experts
- Team player, able to work with colleagues across the organisation
- A 'hands on' approach and the ability and desire to 'muck in' if needed
- A positive 'can do' approach
- Strong fit with The National Archives' values¹

¹ The National Archives' values are:

- Putting customers first
- Responsible guardians
- Information set free
- Delivering what we promise
- Everyone working together

Desirable:	
<ul style="list-style-type: none"> • Knowledge of Sun Systems and Vision • Experience of UK tax compliance 	
Health and Safety Risk Assessment	
Normal Office Environment	
Location	Kew, West London
Working arrangement	Full-time, Permanent
Starting Salary	£40,000 - £45,000 plus generous benefits package, including pension, childcare vouchers, sports and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.
How to Apply	<p>Please complete and submit an applicant details form, a recent copy of your CV, together with a supporting statement explaining how you meet each point on the Person Specification. It is essential that in your written application/CV you give evidence of examples of proven experience in each of the selection criteria listed in the Person Specification.</p> <p>Please note selection for interview will largely be based on the information you provide in this section.</p> <p>Please put your name and post applied for on each sheet.</p> <p>Applicant Details Form, CV and supporting statement should be emailed to careers@nationalarchives.gov.uk.</p> <p>Please quote reference number 1389 in the subject line.</p>
Nationality rules	Applicants must be British or Commonwealth citizens with the right to live and work in the UK, or nationals of states of the European Union.
Closing date	19 th November 2009 at midday.
Interviews	<p>1st Interview: 1st December 2009</p> <p>2nd Interview: 10th December 2009</p>