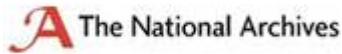


Management Accountant



The National Archives

Job Purpose

Operating within the Financial Planning and Analysis (FP&A) team, the role holder will act as a management accountant for the business area(s) for which they are made responsible. Working directly with budget holders, project owners and Heads of Department they will manage all aspects of their management accounting and financial planning services, providing financial information, advice and guidance which informs, influences and supports decision making.

Reports to: Finance Business Partner

Role and Responsibilities

Financial planning / business support

* Prepare accurate and timely Directorate(s) budgets, forecasts and monthly management accounts, ensuring major variances are properly explained and, where necessary, work with the business area to identify remedial actions.

* Manage and provide financial information, advice and guidance to Heads of Department and other budget/project managers on a regular basis to inform, influence and help guide decision making.

* Produce ad hoc reports and analysis which highlight the efficiency and/or effectiveness of operational areas, and work with business owners to develop a proper understanding of the profit/cost drivers affecting the activities of the relevant Directorate(s). Provide interpretation of often complex data, identifying any critical issues and suggesting possible solutions. Utilise benchmarking metrics, to support decision making, where appropriate.

* In preparing the management accounts, work with the Financial Accounting team to ensure that all transactions have been accurately recorded, journals have been recorded in time and have adequate backup and that the relevant Directorate (s) is operating within The National Archive's financial control framework.

* Working with other members of the Finance team, deliver financial training and workshops for business managers to enhance their understanding of financial policies, budgets, forecasts and actual results so they are able to 'own their numbers'. Additionally, make recommendations which support the development of financial policies, and process improvements which speed up the production of month end and other reporting.

* Deputise for other members of the FP&A team as required.

Managing internal / external stakeholders

* Working collaboratively with the business, building strong and positive relationships with managers (notably Heads of Department, budget & project managers), providing the necessary assistance and professional advice to assist them with all financial aspects of their duties.

* Additionally, working with external stakeholders, including the external auditors of The National Archives (currently the National Audit Office), the internal auditors, other Government departments, contractors, suppliers and customers, providing and/or requesting information, alongside clear explanations and interpretation of results.

Person Specification

Essential:

- * Demonstrable knowledge of producing management accounts
- * Part qualified CCAB qualification or qualified by experience with commitment to gain a finance qualification
- * Able to apply knowledge and experience to solve often complex problems, sometimes resulting in change
- * Ability to collect and interpret financial and operational data (e.g. performance metrics) to assess efficiency and effectiveness, undertaking analysis and reporting and making recommendations as appropriate
- * Excellent team working skills and flexibility in approach to work
- * Good oral and written communication skills, ability to put complex financial issues into layman's terms for non-specialist audiences
- * Strong interpersonal skills, with experience of working with senior colleagues and able to influence effectively
- * Experience of working to tight deadlines, ability to work well under pressure and to be able to prioritise a heavy workload
- * Able to understand new situations and information quickly, and interpret, challenge appropriately.

Desirable:

- * Good understanding of accounting and budgeting requirements in government and associated reporting requirements
- * Sun Accounting and Vision Q&A experience
- * Experience of using an electronic purchase order system

Additional Information

Location

Kew, West London

Working Arrangement

Full-time, Permanent

Band

E

Starting Salary

£25,000- £28,000 plus generous benefits package, including pension, childcare vouchers, sports and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.

To apply for this post please click on the link below

http://ig24.i-grasp.com/fe/tpl_nationalarchives01.asp?s=4A515F4E5A565B1A&jobid=68764,7262232323&key=31960071&c=651234658736&pagestamp=seqkwoymvlqcv

For Further Information

Please contact the Recruitment Team on 020 8392 5203.

Closing Date

Friday 31st May 2013 at midnight

Interviews

To be confirmed

Location:

Kew, West London

Category:

Financial

Duration:

Permanent

Type of Contract:

Full Time

Hours:

deadline: May 31, 2013

added: May 14, 2013

More information:

http://ig24.i-grasp.com/fe/tpl_nationalarchives01.asp?s=4A515F4E5A565B1A&jobid=68764,7262232323&key=31960071&c=651234658736&pagestamp=seqkwoymvlqcv