



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Senior Accountant		
<b>Department:</b>	Treasury	<b>Section:</b>	Finance
<b>Reports to:</b>	Head of Finance		
<b>Grade:</b>	Falkland Islands Government Grade – B	<b>Job Code:</b>	TBA

## Job Purpose

Reporting to the Head of Finance, you will work with them to lead and develop the accounting team within Government's Finance function (known as the Treasury) which encompasses the full breadth of core finance functions such as pensions, accounts payable, accounts receivable, financial planning, budget management, financial forecasting and investment and decision support.

The post-holder will also be responsible for ensuring compliance with all statutory and governance requirements and be accountable for the production of the annual financial accounts, as well as driving through the annual budget process.

## Key Facts and Figures

- Annual Government Revenue circa £100m
- Substantial 10 year capital investment programme in place circa £300m
- Investments as at 31 May 2021: £430m
- Treasury team of 16

## Main Accountabilities

- Manage the preparation of the annual budget (including a five year medium term financial and a ten year capital programme);
- Ensure timely and quality monthly financial reports and forecast outturn reports are prepared for stakeholders;
- Produce annual statutory accounts for FIG and manage the annual external audit process to ensure appropriate focus is given to ensuring excellent management of financial resources, probity, efficiency, high performance and overall value for money;
- Leading engagement between the Treasury and budget managers to provide professional support, (and challenge where necessary), and to inform and influence financial forecasting and planning;
- Ensure that appropriate financial controls are in place across government and that they are effective, offer value for money and are reviewed regularly to ensure they remain 'fit for purpose';
- Ensure the optimisation of the working capital of FIG through effective cash management and collections management;



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## Main Accountabilities (*continued*)

- Ensure that budget managers and elected members are provided with high quality strategic advice and direction on financial plans, enabling departments to make timely and well-informed decisions in the knowledge of the impact those decisions will have financially on FIG. This will include giving professional advice on capital expenditure proposals which will be informed by business cases;
- Lead the management of change and development of financial control, financial reporting and system improvements throughout FIG and within the Treasury;
- Ensure that day to day operational targets are clearly set out, met and monitored and that all team members are supported and appropriately developed to meet these targets and achieve a high level of performance both individually, and as a member of a successful team;
- Lead, recruit, regularly appraise and develop accounting staff as required and ensure effective performance management of all individuals within the accounting team.
- Support the Financial Secretary with creating a culture which supports the delivery of value for money services, including reporting on benchmark information and key cost drivers;
- Lead on financial modelling and risk assessments for business cases;
- Work collaboratively and develop effective partnerships with other organisations/key stakeholders;
- Lead on any project or programme as agreed by the Financial Secretary or Head of Finance;
- Deputise for the Head of Finance as required.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required commensurate with your role and grade.***

## Additional Information:

As a senior manager within FIG, the post holder will work alongside Heads of Services across Government to influence effective financial decision making and ensure high standards of financial control exist throughout the organisation.

Indicators of success in the role will include ensuring:

- The annual budget process is completed on time whilst not impeding other Finance work;
- The quality of monthly reports to the Standing Finance Committee (SFC) and the presentation of financial information and written commentary & analysis is relevant and succinct;



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<b>Additional Information (<i>continued</i>)</b>	
<ul style="list-style-type: none"><li>• Improvements in financial control and systems (for example implementing internal audit reports) are clearly evidenced;</li><li>• The production of externally audited financial accounts in a timely manner, and with minimal audit findings;</li><li>• The quality and breadth of engagement and collaboration within the Finance team is effective and efficient and that each member of staff can evidence continuous professional development which underpins such a culture.</li></ul> <p>The post holder manages 5 FTE staff (3 direct reports).</p> <p>This post is for 12 months initially, and secondments will be considered.</p>	



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<b>Person Specification:</b>	Senior Accountant		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications:</b>			
A degree and/or professional qualification relevant to the post and/or equivalent learning through professional experience	✓		A
CCAB (or similar) qualified accountant	✓		A
Evidence of ongoing professional development and engagement	✓		A
<b>NB</b> Equivalent combinations of educational qualifications and experience may be considered.			
<b>Knowledge, Skills &amp; Experience:</b>			
Significant (e.g. at least 5 years) of post qualification experience in a related area at a senior level and in particular of leading a team of professional finance personnel within the Public and/or Private Sector	✓		A/I/R
Experience of delivery budget preparation, management and control	✓		A/I/R
Evidence of the provision of financial advice and decision support to operational managers, Senior Staff and/or elected representatives	✓		A/I/R
Evidence of operating within a comprehensive financial governance framework	✓		A/I
Demonstrable ability to prioritise work to ensure that organisational objectives are achieved	✓		A/I/R
Demonstrable leadership skills including the ability to make decisions and deliver a high level of service	✓		A/I/R
Confidence in providing credible, professional advice in relation to supporting key decisions	✓		I/R
Strong communicator and persuasive negotiator with proven ability to build strong, effective, credible and successful working relationships across functional boundaries and with external stakeholders	✓		A/I/R
Proven ability to present complex issues in simple, succinct and digestible terms to non-financial audiences/colleagues	✓		A/I
Evidence of improving systems and services at a detailed level	✓		I/R
Strong interpersonal skills and the ability to win confidence and maintain credibility with a broad range of stakeholders	✓		I



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<b>Person Specification:</b>	Senior Accountant		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience (continued):</b>			
Ability to work in a complex political and stakeholder environment	✓		I/R
Evidence of excellent attention to detail and deadline focus	✓		A/I/R
Solid numeracy skills and the ability to analyse complex issues, understand data and identify underlying trends	✓		A/I/R
Proficiency in using accounting packages and solid general IT skills in standard packages such as Word, Excel, PowerPoint etc.	✓		A/I/R
Evidence of team based, collaborative working and an effective approach to managing people	✓		A/I/R
Experience of providing training to non-financial staff		✓	A/I
<b>Personal Attributes:</b>			
Capable of maintaining strict confidentiality	✓		I/R
Positive “can do” attitude and an ability to demonstrate a high degree of good judgement and common sense	✓		I/R
Credible leader prepared to take a “hands on” approach as required	✓		I/R
Dynamic and keen to progress developments	✓		I/R
Accepts responsibility and demonstrates high standards of professional probity	✓		I/R
Resilient and able to work effectively to tight deadlines and changing priorities	✓		I/R
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

## Method of Assessment:

A - Application Form

I - Selection Interview

R - Reference