



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Capital Accountant/Finance Business Partner		
<b>Department:</b>	Treasury	<b>Section:</b>	Finance
<b>Reports to:</b>	Chief Accountant		
<b>Grade:</b>	Falkland Islands Government Grade – D1	<b>Job Code:</b>	TBA

## Job Purpose

Working within the Treasury Team and in partnership with the programme team and project managers you will be responsible for providing professional financial advice and support to projects, and, controlling and reporting of capital expenditure. A diverse role requiring high level analytical and partnering skills coupled with first class attention to detail.

## Main Accountabilities

- Accounting for fixed assets in accordance with FIG fixed asset policy, accounting standards and best practice, and ensuring that budget holders comply with all information requirements.
- Contribute to the continuous improvement of procedures and processes.
- Drafting of analysis and reports for presentation to Standing Finance Committee or Executive Council on capital financial matters.
- Monitor the Capital Programme and individual Project budgets, assessing their impact on the overall Capital Programme.
- Ensuring robustness of business cases for capital proposals, project initiation documents, post implementation reviews and the preparation of financial implications sections of Executive Council reports.
- To advise and comment on financial viability of capital projects (including project appraisal such as NPV, Payback period, whole life costing), providing scrutiny and challenge to Project Managers and Directors.
- Preparation and development of accounting disclosures in the year-end financial statements (including preparation of the supporting documentation) and liaison with External Audit as appropriate to ensure accounts are signed off on a timely basis;
- Ensuring that annual departmental capital programme budget submissions are accurately prepared, profiled, monitored and reported in accordance with the financial planning and management timetable based on robust assumptions and sound intelligence;
- Providing professional financial advice and support to projects when required, including direct representation on working groups, project and tender boards.



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<b>Main Accountabilities (<i>continued</i>)</b>	
<ul style="list-style-type: none"><li>• Developing individual staff members and working as part of the wider treasury team.</li><li>• Provide relevant advice, support and training for non-financial staff across FIG as required.</li><li>• Act as day to day lead or deputy lead for the user administration function of the Microsoft Dynamics GP2016.</li></ul> <p><i>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 by FIG commensurate with your role and grade.</i></p>	
<b>Additional Information</b>	
<p>This role requires broad ranging skills to include strong financial accounting knowledge, business partnering skills, and strong interpersonal skills. An ability and willingness to both get into the detail as well as the 'wider picture' is important.</p>	



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<b>Person Specification:</b>	Capital Accountant/Finance Business Partner		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications:</b>			
Part or fully qualified CCAB accountant such as ACCA/ACA/CIPFA	✓		A
GCSE grade C or above in Maths and English	✓		A
<b>Knowledge, Skills &amp; Experience:</b>			
Significant practical experience (at least 5 years) working in a financial environment	✓		A
Experience of using accounting packages	✓		A
A sound and reliable grasp of accounting techniques and their practical application	✓		I
A demonstrable proficiency in working with IT software packages such as Word, Excel to intermediate level (including formatting, calculations, manipulating data and generating reports)	✓		I/R
Ability to liaise with effectively and positively with all levels of staff from other departments, other organisations and members of the public	✓		I
Ability to find new solutions and suggest improvements, whilst maintaining existing high standards	✓		R
Ability to work on own initiative, with creativity and little supervision, and where necessary make consistent judgements to inform decisions whilst taking responsibility for those decisions	✓		R
Ability to work under pressure to tight deadlines for lengthy periods with additional discretionary effort to ensure tasks are carried out to completion	✓		I/R
High standards of attention to detail and accuracy even when under working under pressure and to ensure tasks are carried out to a high standard	✓		A/R
Ability to adapt own workload to meet the workload needs of the team as a whole and to encouraging team members to work together and develop new ideas	✓		I/R
Excellent communication skills at individual and team level using a variety of media including the ability to liaise with and influence staff at all levels from other FIG departments and private organisations, as well as members of the public	✓		A/I



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Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience: <i>(continued)</i></b>			
Experience of undertaking project appraisals using various methods such as NPV, IRR, whole life costing		✓	A/I
A comprehensive understanding of the operations of the Falkland Islands Government and the financial and budgetary issues affecting departments		✓	A/I
Accounting system administration experience including process and systems development and implementation		✓	A/I
Experience of providing training to officers with a non-financial background		✓	A/I
Experience of using Microsoft Dynamics		✓	A
<b>Personal Attributes:</b>			
Political sensitivity and awareness	✓		I/R
Competent and reliable under pressure	✓		A/I/R
Determination to carry out tasks to completion	✓		I/R
Consistency in judgement	✓		I/R
Willing and able to undertake further training as required	✓		I
Ability to work with, and maintain, a high level of confidentiality	✓		I/R
Understanding of the role of a corporate function in service provision		✓	A/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