Falkland Islands Government – Job Description

Job Title:	Accountant [Systems & Processes]		
Department:	Treasury	**Section:**	Finance
Reports to:	Head of Finance		
Grade:	Falkland Islands Government Grade – C	**Job Code:**	602FA2

Job Purpose

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

General Accountabilities:

- Partner budget holders and accounting officers to provide cash flow projections for FIG to ensure that liquid funds are available to meet creditor payments and ensure that such payments are made in line with departmental budgets and comply with Financial Instructions.
- Ensuring the integrity, accuracy, and timeliness of all financial records, ensuring all income and liabilities are accurately recorded, reconciled and reviewed.
- Develop financial procedures, processes and systems to see through efficiencies and improvements in controls and reporting.
- Preparation of reports including those for presentation to Standing Finance Committee or Executive Council on financial matters as required.
- Developing and managing individual staff members and working as part of the wider treasury team.
- Driving continuous improvement within your own areas of responsibility.
- Act as a business partner to government departments and senior management, providing support to Accounting Officers and Budget Holders in the management of budgets, cashflow forecasts, business cases etc
- Provide advice and challenge through attendance at various committees, boards and working parties on financial and project governance matters to ensure that value for money is obtained
- Assist in ensuring proper governance over the financial administration of the Islands including the drafting and issue of appropriate financial instructions and circulars.
- Provision of financial training for non-financial managers across departments
- Support ad-hoc projects, e.g. a departmental service and cost review, through provision of analysis advice and insight.

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General Accountabilities (continued):

- Manage at least one other member of staff, and ensure that staff are properly motivated, supported and have appropriate developmental plans
- Ensure compliance with Financial Instructions and other Treasury Guidance issues and look to improve how we share information with and train budget holders on good financial management.

Specific Accountabilities:

You will be expected to work flexibly and share responsibilities across the team however you will take primary responsibility for one of the following three areas:

Management accounting (MA):

- Lead the preparation of high-quality management accounting information to ensure good governance of the Falkland Islands. This includes challenge of budget holders to ensure forecasts are robust and preparation and presentation of reports.
- Lead the planning and preparation of the annual budget and Medium-Term Financial Planning process, providing advice and challenge to Accounting Officers.
- Ensuring fixed assets are accounted for in accordance with FIG fixed asset policy, and ensuring that budget holders comply with all information requirements.
- Responsibility for financial monitoring and reporting of capital expenditure and ensuring compliance with agreed policies and procedures in conjunction with the programme manager.
- Act as day to day lead or deputy lead for the system administration function of the Microsoft Dynamics GP2016.

Financial accounting (FA):

- Lead the planning and preparation of the year end accounts process to include accounts for external audit, responsibility for external audit liaison, and completion of Financial Statements for FIG and its Funds for publication.
- Provision of management support to the Exchequer function within Treasury, ensuring that all control processes operate effectively and are documented. Including overseeing the management of stocks of currency notes and coins to ensure that stocks are adequate to meet demand.
- Ensuring investment accounting entries are carried out on a timely basis and to work with external investment fund managers to achieve this.
- Ensuring the timely completion of balance sheet and other key reconciliations, including follow up of any necessary corrective actions.

- Provision of financial accounting support to the Government of South Georgia and the South Sandwich Islands.

Financial systems and governance (Sys & Gov):

- Act as day to day lead or deputy lead for the user administration function of the Microsoft Dynamics GP2016.
- Lead the development of financial policy, procedures, processes and systems within Treasury and across FIG service delivery areas.
- Review processes and systems across Treasury to generate efficiencies and make best use of technology where possible, in particular improving utilisation of the existing finance system and reporting tools (Microsoft Dynamics GP2016 and management reporter).
- Responsibility for Treasury collections management and oversight of FIG collections management, providing advice to budget holders to ensure prompt and effective recovery of FIG funds in accordance with agreed policy.
- Ensure the maintenance of core governance within Treasury including Business Continuity Plans, risk register, information asset register, Key Performance Indicators and Service Level Agreements.

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.

Additional Information:

This role offers the opportunity for close working with non-Finance colleagues across Falkland Islands Government, and also significant interaction with external suppliers and other stakeholders. Demonstrable communication skills are key to this role.

- The profile of the position relies on self-motivation, tenacity and the ability to handle pressure
- Familiarity and confidence in the use of financial systems are essential
- Strong business partnering skills are required, most notably the provision of support to departments
- Flexibility in attitude is important, as is the desire to work as part of a dynamic and supportive team

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Person Specification:	Accountant		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Qualifications:			
CCAB (or equivalent) recognised formal accountancy qualification with 3 years relevant experience		✓	A
Knowledge, Skills & Experience:			
Management and/or staff supervisory experience of at least 2 years in a multi-disciplinary organisation	✓		A
Experience of development and improving procedures and systems	✓		A
Experience of preparation of statutory accounts and seeing through the external audit process to completion	✓		I/R
Experience of cash flow and treasury management	✓		A/I
Good oral and written communication skills	✓		A/I
Proficient in accounting packages and clear presentation of financial information	✓		A/I/R
Competent and reliable under pressure	✓		A/I/R
Ability to work under pressure for lengthy periods with additional discretionary effort	✓		A/I
Intermediate/ Advanced spreadsheet skills including the ability to analyse and manipulate large volumes of date	✓		A/I
Demonstrable experience of meeting tight deadlines	✓		A/I
Demonstrates effective use of resources	✓		A/I
Strong business partnering skills and ability to effect positive change	✓		A/I
Systems administration experience		✓	A/I
Experience of development of computerised financial systems		✓	A/I
Experience of providing training to officers with a non-financial background		✓	A/I/R
Experience of being able to learn a technical area in depth		✓	A/I/R
Significant administrative and organisational skills		✓	A/I/R
Ability to use initiative, to produce constructive ideas, to anticipate problems and develop corrective solutions.	✓		I/R
Understanding of the role of a central department in service provision		✓	A/I

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Person Specification:	Accountant		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Personal Attributes:			
Political sensitivity and awareness	✓		I/R
Building and maintaining collaborative working relationships	✓		I/R
Acceptance of responsibility	✓		A/I
Competent and reliable under pressure	✓		A/I/R
Ability to see through change and deliver outcomes	✓		I/R
Consistency in judgement	✓		I/R
Tactful understanding of other people's problems		✓	I/R
Understanding of the role of a corporate function in service provision		✓	A/I/R

Role specific criteria	**Essential (E)/ Desirable (D)**			**Assessment Method**
Knowledge, Skills & Experience:	**MA**	**FA**	**Sys & Gov**	
Extensive experience of budgets and financial planning	✓E	✓D	✓D	A/I
Extensive experience of producing Financial and Management Reports	✓E	✓D	✓D	A/I
Experience of cashflow and treasury management experience	✓D	✓E	✓D	A/I
Experience of preparation of statutory accounts under generally accepted accounting principles	✓D	✓E	✓D	A/I
Systems administration experience or extensive experience of financial systems	✓D	✓D	✓E	A/I

Method of Assessment:
A - Application Form
I - Selection Interview
R - Reference