

## Job Spec

### FINANCIAL ACCOUNTANT HEO X 6 ROLES – VARIOUS TEAMS

**SALARY FROM £30,317+ qualification allowance up to £3,107**

We are recruiting these positions in Birmingham, Bristol, Exeter, Leeds, London, Newcastle-upon-Tyne, Peterborough, Reading, Warrington, Worcester, Worthing, York on a Blended/flexible basis

### ABOUT THE ROLE

DEFRA is the UK government department responsible for safeguarding our natural environment, supporting our world-leading food and farming industry, and sustaining a thriving rural economy. Our broad remit means we play a major role in people's day-to-day life, from the food we eat, and the air we breathe, to the water we drink.

The Compliance and Finance Accounting team are hiring 6 roles ranging from Fixed Assets, Annual Report and Accounts Compilation, Financial Accounting and consolidation. You will ensure the provision of timely, comprehensive financial information to support audit requirements as well as being an expert on specific areas of financial policy.

The roles are responsible for several key deliverables which will support the preparation of statutory financial accounts and HM Treasury publications, including related guidance and recommendations on accounting issues and reviewing and improving financial controls within core DEFRA. The post holders will ensure the provision of timely, complete, and comprehensive financial information to support audit requirements, as well as acting as subject matter experts on specific areas of financial policy.

We will attempt to match your skills and experience to one of these roles.

### **Job description**

Your key responsibilities may include but will not be limited to:

- Supporting the production of Annual Report and Accounts (ARA), Whole of Government Accounts and all associated reports and periodic returns.
- Contributing to discussions of a technical nature, applying the Department's accounting policies based on International Financial Reporting Standards as adapted and interpreted by the Financial Reporting Manual.
- Fixed Asset management, including additions, disposals, asset verification and accounting for revaluations.
- Responding to external auditors' requests for information, explanations and evidence at interim and year-end audit. Working with colleagues across multiple teams to ensure good quality evidence is provided first time.
- Providing financial accounting advice and guidance to non-finance teams. Maintaining up to date knowledge of Departmental accounting policies, including IFRS as interpreted and adapted in HM Treasury's Financial Reporting Manual.
- Supporting finance leaders to deliver results on time, to required quality standards and within budget.
- Embracing a culture of continuous improvement, developing individual and team performance in line with strategic goals.
- Preparing the narrative section of the annual report, liaising with executive director's team and risk and compliance team for the Governance Statement.
- Supporting the preparation of the draft financial statements, including implementation of new accounting standards and policies.

- Reviewing processes, identifying, implementing and embedding improvements, working collaboratively with relevant stakeholders.
- Establishing and maintaining good relationships with a wide range of stakeholders.
- Building capability of self and others, in particular as part of the government finance profession.

## **Essential Experience and Skills**

[Success Profiles - Experience \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

- A background in finance is necessary, with an understanding of financial accounting and reporting principles, such as double entry.
- Experience of working with SOP, or similar accounting platforms, and associated reporting tools including Microsoft Excel.
- Ability to review and analyse financial data and reports, with a keen eye for detail.
- Strong team player, working collaboratively to deliver a collective result.
- Managing and prioritising workload effectively, flexibly, and at pace against changing priorities.
- Problem solving, prioritising, and escalating risks and issues to achieve key deadlines.
- Communicating effectively with stakeholders on complex issues

## **Technical Skills if applicable**

[Success Profiles - Technical \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **Qualifications**

A professional finance qualification, such as AAT, is desirable but not essential, as technical ability gained from experience is highly valued

Employees are eligible to receive an accountancy allowance during their professional CCAB, CIMA or ACCA training at the following (non-cumulative) increments:

- 'Part Qualified 1' will receive £796 (National) or £1,281 (London) annually.
- 'Part Qualified 2' will receive £1,590 (National) or £2,553 (London) annually.
- 'Fully Qualified' will receive £3,107 (National) or £4,495 (London) annually.

## **Behaviours**

[Success Profiles - Civil Service Behaviours \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

- Managing a quality service
- Delivering at pace
- Working together
- Communicating and influencing

## **Strengths**

[Success Profiles - Civil Service Strengths Dictionary \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

- Team Player
- Explainer
- Precise
- Analytical

**Interview**

Candidate successful at sift stage will be invited to a video assessment/interview (1 hour 20/25 mins) that will consist of a blended interview of Behaviours and Strengths. A presentation or additional exercise relative to the role will also be assessed, further details will be given to candidates selected for interview.

**Location**

Please be aware that this role(s) will be contractually based in a Defra group workplace/office. The successful candidate is required to carry out all their duties from a UK location and cannot do so from an overseas location at any time.

Internal (core Defra) employees can apply for this role and choose to remain in their current location or to be based in one of the advertised locations.

All other applicants will be based in one of the advertised locations. Candidates will need to state their region preference on the application form so we can advise appropriate office locations.

If you are successful in your application and your base working location is London, please be aware that Defra's Nobel House Office at 17 Smith Square, London will be closing in December 2023.

This means that Defra new joiners will be located alongside existing colleagues in offices a short distance away from Nobel House in our other office at 2 Marsham St, London.

To work from 2 Marsham Street, you will require the higher level of CTC clearance. Therefore, confirmation of appointment to the advertised post will be dependent upon successful CTC clearance being confirmed as part of pre-employment checks.