

## Job Description

### MANAGEMENT REPORTING ACCOUNTANT HEO X 4 ROLES

**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 hybrid/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.

As a member of the Management Reporting team, you will be providing high quality, accurate and robust financial management and insight, assisting the board, corporate leaders and budget managers to make well-informed business decisions.

### Job description

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

- Support with the **budgeting/forecasting** cycle and any in-year changes to the approved position with support from Finance Business Partners.
- Provide **assurance on integrity** of information in financial systems, ensuring good controls and checks are in place to maintain accuracy and advising the business on accounting principles and treatment.
- Provide **financial analysis and insight**, through meaningful variance analysis including risk management, mitigating actions, deep dives, or financial modelling.
- **Support with the preparation and interpretation of in-year financial management reports** including insightful analysis and commentary. Ensure financial information is understood by non-financial managers by telling the story in a simple “jargon free” way, including risks and opportunities.
- **Identify key variances** between actuals, approved position, and forecast, obtaining insight from business areas to explain material variances and movements.
- **Flexibly manage resources** to support other finance teams with key financial activities, such as year-end activities and audit requests, to achieve group success.

### Essential Experience and Skills

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

- Ability to work flexibly and adapt to changing priorities
- Ability to develop collaborative relationships with a range of customers and teams
- Good organisational skills and a proven ability to plan and manage competing priorities
- Ability to work as part of a team and independently when needed.
- Ability to communicate effectively (written and verbally) with staff and stakeholders at all levels

## **Technical Skills if applicable**

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

## **Qualifications**

Level 4 qualification with AAT, CCAB or CIMA, working towards qualification or equivalent relevant financial experience.

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 (1hour 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.