

Job Description

MANAGEMENT REPORTING TEAM LEADER SEO X 4 ROLES

SALARY FROM £37,295 + 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 SEO Senior Management Reporting Lead is responsible for producing the monthly financial reports, commentary, and analysis to inform and influence budget holder meetings. Supporting a large business area, e.g. part of a large entity within the group or one or more smaller Arm's Length Bodies, you will be responsible for the day-to-day management of the Management Reporting team in order to deliver a robust and influential reporting service to senior managers and Defra group Finance colleagues. You will have a good understanding of your business area of responsibility and work closely with budget holders and Senior Finance Business Partners.

Job description

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

- Provide effective **leadership** including effective **management** and **development** of the team. This will include setting objectives, actively and effectively communicating, managing performance, and creating an inclusive environment where people feel valued, respected, safe to challenge and where contribution is recognised.
- Manage 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.
- **Lead 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.
- **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)

- Develop collaborative relationships with key stakeholders
- Ability to communicate with and challenge stakeholders to obtain the necessary explanations for variances and movements
- Excellent cross-functional collaboration skills to provide a comprehensive, high quality finance service to partners

Technical Skills if applicable

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

Qualifications

In order to be successful, you will have a full Level 4 AAT, CCAB, CIMA qualification or equivalent experience. You will need to be able to demonstrate strong analytical finance skills, which includes strong data presentation and good use of Excel.

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.