

## **Job Spec**

### **FINANCIAL ACCOUNTANT - SEO**

**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.

As part of Defra Corporate Services, finance deliver accounting and financial services across the Defra group. We are looking for someone to assist with the preparation of Annual Report and Accounts (ARA), including related guidance and recommendations on accounting issues and the introduction of new standards. You will use your technical finance expertise to help deliver audited financial accounts to statutory deadlines.

Your role will be supporting the delivery of an efficient, effective, and high-quality professional service meeting all financial reporting requirements. You will be involved with delivering core financial controls, providing technical accounting advice and supporting the production of annual report and accounts for one of Defra's bodies.

You will assist with the monthly accounting process, reviewing reconciliations throughout the year to maintain financial control as well as being involved in audit. You will prepare the interim and year-end financial statements ensuring compliance with relevant legislation, public sector accounting requirements.

You will need to have experience and knowledge of the latest accounting standards and be able to understand and analyse complex financial reporting issues. Experience working in a financial accounting role, including the compilation of accurate annual accounts and financial controls. You will need to be proactive and be able to convey financial information to non-finance colleagues, as well as possess excellent interpersonal skills, being able to build strong relationships with stakeholders.

### **Job description**

Your role will be supporting the delivery of an efficient, effective and high-quality professional service meeting all financial reporting requirements. You will be involved with delivering core financial controls, providing technical accounting advice and supporting the production of annual report and accounts for one of Defra's bodies.

You will be responsible for:

- Provision of technical accounting advice: Being subject matter experts on the requirements of the Financial Reporting Manual and the application of accounting standards.
- Assist with the monthly accounting process, reviewing reconciliations throughout the year to maintain financial control.

- Preparing the interim and year-end financial statements ensuring compliance with relevant legislation, public sector accounting requirements (HM Government Financial Reporting Manual (FReM)) and International Financial Reporting Standards.
- Liaising with internal and external auditors and developing a plan for finance staff to meet the requirements of the National Audit Office.

## **Essential Experience and Skills:-**

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

- Sound knowledge of latest accounting standards (IFRS experience and FReM knowledge preferred) and ability to understand complex financial reporting issues.
- Experience working in a financial accounting role, including the compilation of accurate annual accounts and financial controls.
- Proven ability to communicate matters to a non-financial audience.
- Excellent interpersonal skills and ability to build and maintain strong working relationships with stakeholders.
- Highly organised and able to plan, adapt and manage a broad portfolio of activities.
- Resilience in challenging circumstances: ability to work under pressure, remaining calm but decisive.
- Experience supporting the external audit process.
- Experience of finance systems and processes.

## **Qualifications**

Qualified or part-qualified - CCAB

## **Behaviours**

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

We'll assess you against these behaviours during the selection process:

- Leadership
- Working Together
- Delivering at Pace
- Managing a Quality Service

## **Strengths**

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

### **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.