

Job Spec

FIXED ASSET ACCOUNTANT x2 - 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.

These roles sit within the Compliance and Financial Accounting team and is to provide high quality financial management and control, supporting the delivery of objectives, managing risks and feeding into the group accounts.

You will need to establish and develop effective working relationships with several stakeholders across the department, wider finance and externally, to ensure high quality accurate and robust financial reporting and insight and be a lead on projects in your area.

You will be responsible for updating the fixed asset register, feeding into group accounts, liaising with the National Audit Office to provide sufficient and detailed audit evidence in a timely manner. You will play a key role in improvement projects, ensuring process changes are in line with financial operations policies and consider future plans.

Experience with Fixed Assets in a large organisation would be an advantage, as well as having a keen eye for detail when analysing and reviewing financial data and reports. You will need to be proactive and able to communicate at all levels, as well as able to convey financial information to non-finance colleagues.

Job description

The role of the **SEO Fixed asset accountant** will be to update the Fixed asset register, ensuring that financial transactions are effective and appropriate in accordance with accounting standards (IAS 16 & IAS 38), **the FreM and Consolidated Budget Guidance.**

The successful candidate's technical knowledge, insight and ability to work with different stakeholders will make them a valued contributor to the Fixed Asset process. The post-holder will need to establish and develop effective working relationships with several stakeholders across the department, wider finance and externally.

Key responsibilities will include but not be limited to: -

- Updating the Fixed Asset register by undertaking additions, disposals, revaluations and impairment periodically.
- Feeding into the group accounts to close out financial year ends.
- Liaising with the National Audit Office to provide sufficient and appropriate audit evidence in a timely manner for both Interim and final year audits.
- **Completing month end** activities ensuring the ledgers are ready to close and reporting **deadlines are met** in accordance with the agreed timetables.

- Ensuring sufficient monitoring tools are in place to **highlight** and **eliminate financial control weaknesses**, working with control owners as necessary.
- Effectively **Implementing internal controls** and delivery risks with emphasis on stakeholder delivery.
- Playing a key role in **improvement projects such as DRC valuation**, ensuring process changes are in line with financial operations policies and consider future plans.
- **Partner with operational asset management colleagues to ensure finance and operations are efficient and aligned.**
- Monitoring and actioning the fixed asset mailbox queries efficiently.

Essential Experience and Skills:-

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

- Experience of working in a team and individually, with excellent people skills.
- Excellent cross-functional collaboration skills to provide a comprehensive, high quality finance service.
- Confidently and credibly communicate and challenge financial information with senior managers and decision-makers.
- Develop collaborative relationships with key stakeholders e.g. the National Audit Office (NAO), **management accounts and asset management colleagues.**
- Self-motivated with the ability to effectively work in multiple virtual teams. Ability to analyse and interpret information, engaging stakeholders to make informed decisions and deliver business focused solutions.
- Ability to work flexibly and adapt to changing priorities.
- Highly developed planning and organisational skills in a financial environment and experience of delivery and meeting tight deadlines.

Technical Skills if applicable

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

- Strong accounting background and understanding of government accounts to support month end, budgeting, forecasting and reporting processes.
- **Experience in improving controls and process design.**
- Good working knowledge of relevant accounting standards or willingness to learn.
- A proven track record of strong relationship management
- Proficient user of Excel with the ability to use formulas.

Qualifications

Qualified with [CCAB](#), CIMA or equivalent or relevant Finance Experience

Behaviours

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

Communicating and Influencing (Lead Behaviour)

Working Together

Delivery at Pace

Managing a Quality Service

Strengths

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

- Influencer
- Analytical
- Resilient

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.