

## Job description - Financial accountant (PB3)

### Job summary

You will assist the Head of Financial Accounting and Tax in all aspects of financial accounting, providing support, guidance and training to other finance teams where required and assisting with the production of the Annual Report and Accounts (ARA's) for the Forestry Commission and Forestry England.

### Key responsibilities & accountabilities

Responsibilities involve assisting the Head of Financial Accounting and Tax with the following:

- manage all aspects of financial accounting for Forestry England and the Forestry Commission
- manage the production of the financial information in the Annual Report and Accounts (ARA) for Forestry England and the Forestry Commission
- key liaison with our auditors
- direct line management responsibility
- establish and enforce a robust system of financial controls
- identify and implement financial process improvements
- provide financial information to senior management

And any other tasks, reasonably requested by your line manager.

### Skills, knowledge & experience

#### Essential Professional and Technical experience

- good technical accounting skills
- working with non-finance staff
- experience of producing annual accounts
- working knowledge of current International Accounting Standards
- proficient user of Excel, and other relevant accounting software packages

#### Desirable Professional and Technical experience

- previous experience of Public Sector accounting and reporting requirements

## Qualifications

### Essential

- qualified with a recognised Accounting body (e.g. ICAEW, ACCA, CIMA, CIPFA), or significant relevant experience to that level of qualification

### Core competencies

- ability to work independently and to a strict timetable
- ability to work as part of a team
- having an objective viewpoint looking for continual process improvement
- ability to analyse information to identify potential errors and inconsistencies and identify solutions