

Job description - Management Accounting Officer (PB5)

Job summary

We are seeking a skilled Management Accounting Officer to support the finance services for our Woodland Creation programme and support Forestry England's mission and vision to expand the nation's forests. Forestry England are actively growing the nation's forests, planting around 1,000 hectares of new woodland each year to support carbon sequestration and biodiversity, produce sustainable timber and create resilient landscapes for future generations.

You will manage budgeting and financial control of the Forestry England Woodland Creation Cost Centres. You will provide regular finance reporting and use your knowledge and experience to help review and improve our financial position. You will build collaborative and supportive relationships with operational colleagues, the national finance team and other finance managers. Some travel across England will be required with occasional overnight stays necessary.

This is a Temporary Appointment for three years with the possibility of extension or permanency but no guarantee.

Key responsibilities & accountabilities

Management accounting:

- Monitoring and forecasting income and expenditure associated with the woodland creation programme.
- Support on submitting annual business plans for woodland creation delivery sites and project team.
- Support in-year virements of operation site budgets.
- Assist the Finance Business Partner on the preparation of financial reporting of woodland creation activities.
- Build collaborative and supportive relationships with budget managers across the districts, supporting them in accessing and interpreting financial data.
- Communicate financial data and other information clearly to non-financial stakeholders, supporting them in accessing and interpreting financial data
- Assist with interim and year-end accounts reporting.
- Raise journals for recharges, corrections, accruals etc in a timely manner.
- Ensure accounting actions are taken promptly, and in accordance with accounting standards and Forestry England internal guidance

Administration and financial control:

- Produce monthly financial reports and maintain in-year finance trackers.
- Draft ad hoc reports as required.
- Raise sales invoices for recharges and funding on a monthly and quarterly basis.
- Manage accurate transfer of income to districts, plus recharging of agreed costs.
- Work with Operational and National Finance teams to ensure that data within the ledger presents an accurate picture of the financial position, including:
 - Ensure that material accruals and other accounting adjustments are recorded on a timely basis; and
 - Identify and address the causes of any material miscoding.
- Support with raising purchase orders / processing invoices in the absence of the Business Support Officer.

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

Location-specific information

Skills, knowledge & experience

Essential professional and technical experience

- Experience providing management accounting services, including providing financial information to support decision making and budgetary control.
- Proficient using Microsoft Excel and competent with other Microsoft Office products.
- Confidence in working with numerical and financial data.
- Experience with financial systems.
- Good interpersonal skills with the ability to build and maintain effective working relationships with internal colleagues and external stakeholders
- A proactive can-do attitude with a willingness to take on a range of tasks

Desirable professional and technical experience

- An understanding of public sector accounting and reporting requirements, including familiarity with Managing Public Money and HM Treasury's Financial Reporting Manual
- Evaluation of capital projects or programmes.
- Experience in working in a shared service / national team environment.

Qualifications

Essential

- At least part qualified accountant with a recognised IFAC (International Federation of Accountants) member body (e.g. AAT, ICAEW, ACCA, CIMA, CIPFA, ICAS, IFA), or significant relevant experience equivalent to that level of qualification.