

Job Description - Management Accounting Officer (PB5)

Job summary

Forestry England is part of the Forestry Commission and for over 100 years, we have been growing, shaping and caring for over 1,500 of our nation's forests for the benefit and enjoyment of all. This role will support the finance services for the biodiversity project and support Forestry England's mission and vision to protect and promote nature. You will manage budgeting and financial control of the Forestry England Biodiversity 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.

Key responsibilities & accountabilities

Management accounting:

- Monitoring and forecasting income and expenditure associated with the biodiversity programme.
- Support on submitting annual business plans for the biodiversity project team.
- Support in-year virements of project budgets.
- Assist the Finance Business Partner on the preparation of financial reporting of biodiversity 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.

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.

