

Head of Financial Accounting & Tax

Job Description

Pay Band: 2
Location: Bristol, BS16 1EJ
Reports into: Head of Finance
Manages: 9 in the team, 3 direct reports

Job summary

The postholder will be a CCAB, CIMA, or equivalent, qualified accountant with significant relevant experience, responsible for:

- delivery of the Annual Report and Accounts for Forestry England and Forestry Commission
- leading and managing a team of 9 people in delivering finance services, including: financial accounting, tax and banking
- liaison with external audit, including ensuring that all audit schedules are provided and all queries answered in a timely manner

Duties and responsibilities

Management, leadership and collaborative working:

- managing a team of 9 people in delivering financial accounting, banking and tax services
- maintaining strong professional relationships with colleagues across the organisation, including working closely with:
 - the Transaction Processing, Finance Business Partnering, and Finance Systems teams, to ensure the delivery of robust financial information and reporting
 - District and Business Unit Finance Managers, supporting their delivery of transactional accounting information
 - contributors to the Annual Report and Accounts, including senior management
 - ensuring that accounting, banking and tax services for the Forestry Commission are delivered to a good standard
- model Forestry England's leadership behaviours

In addition, the postholder will deliver, or manage their team in the delivery of, the following services and outputs:

Financial accounting and reporting

- preparing, to audit-ready standard, the interim and annual accounts for Forestry England and Forestry Commission, in accordance with HM Treasury's Financial Reporting Manual and other relevant guidance
- leading production of the Annual Report section of the Annual Report and Accounts, including being responsible for identifying all information requirements, liaising with contributors, and managing the quality assurance process
- liaising with external audit, including preparation or collation of all audit schedules
- providing Whole of Government Accounts returns to HM Treasury
- management of the Annual Report and Accounts production timetable, including issuing guidance to colleagues nationally
- providing clear and comprehensive national guidance on financial accounting matters
- ensuring Forestry England accounting practice remains compliant with HM Treasury's Financial Reporting Manual, including implementing new accounting standards and other disclosure changes as and when required
- monthly reconciliation of all active asset and liability account codes
- capital accounting, including accounting for the nation's forests

Tax:

- completion of tax returns, including VAT and CIS returns, and their appropriate recording in the ledger
- providing first line advice and guidance on tax matters, and liaising with external advisers where appropriate
- monitoring and quality control of VAT recording across Forestry England and the Forestry Commission
- provision of training and guidance to colleagues across the organisation
- responding to HMRC queries and correspondence as necessary

Banking:

- banking services as provided by the Government Banking Service, including ensuring payments can be processed in a timely manner and cash balances are appropriately safeguarded
- efficient banking processing, ensuring Forestry England and the Forestry Commission have a clear view of their cash position and outstanding debt balances, and bank reconciliations are completed in a timely manner
- management of the Government Procurement Card contract and administration of GPCs internally, including ensuring that our systems and processes adequately protect the organisation from fraud and error
- management of the Payment Service Provider and Merchant Acquirer contracts, including administration of the issue and surrender of terminals as appropriate