



# JOB DESCRIPTION

*Supporting a thriving parliamentary democracy*

CAMPAIGN TYPE:	Concurrent		
JOB TITLE:	Senior Management Accountant		
PAYBAND:	B1		
PAY RANGE:	£37,510 - 43,361 per annum Starting pay for this role will be between £40,500 - £43,361		
TEAM:	Strategic Estates		
SECTION:	Finance		
REPORTS TO:	Finance Business Partner (NEP)		
NUMBER OF POSTS:	1	Hours (p/w):	Full Time 36
CONTRACT TYPE/DURATION:	Fixed term for two years (with the possibility of an extension or permanency)		
ISSUE DATE			
16/05/2019			
CLOSING DATE FOR APPLICATIONS			
06/06/2019 at 23:55			

## BACKGROUND AND CONTEXT OF THE ROLE

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

### **Team Information**

Strategic Estates looks after and improves the buildings of Parliament itself, including the main Palace of Westminster, within a World Heritage site. We have a key role to play in making Parliament safer, more secure and sustainable and in delivering projects and systems that ensure we are Securing Parliament's Future.

We are the highest spending team within Parliament, with a current annual budget of over £300m. Strategic Estates Finance are a small, friendly team at the heartbeat of the organisation, supporting all areas in the delivery of objectives whilst ensuring value for money. You will be joining a Strategic Estates team that manages property and engineering infrastructures across a Parliamentary estate that consists of buildings ranging from the historic Palace of Westminster to the modern Portcullis House.

There are currently a number of significant conservation, building fit-out and engineering projects at varying stages from initiation to nearing completion. The Team is estimating a capital investment of over £1bn as part of its medium-term investment plan, including the delivery of high-profile strategic programmes, such as the Northern Estate Programme has been established to manage the refurbishment of a number of significant buildings with varying states of repair.

### **JOB SUMMARY AND OBJECTIVES**

The Senior Management Accountant will work as part of the Strategic Estates Finance team to provide financial expertise and support to the Programme and Project leaders.

The work of the Strategic Estates Finance team is to:

- Provide financial planning and budgeting, to ensure there are sufficient resources to deliver the Strategic Estates programmes and projects portfolio; report and monitor performance of delivery against set objectives,
- Work with management as appropriate to ensure financial management systems and processes are robust and effective,
- Provide financial information on all business activities to monitor performance and inform future strategic decisions, and
- Support the business in demonstrating value for money in delivery of the strategic objectives.

This role will suit a talented person who has the ambition and potential to thrive in a dynamic environment. The role requires the successful applicant to be comfortable with distilling financial and technical information to support the decision-making process.

### **KEY ACCOUNTABILITIES**

The post holder will be accountable for:

- Completion of financial month-end activities and reviews,
- Preparation of periodic reports for senior management and others as appropriate, and
- Day to day financial operations by working closely with the budget holders, project leaders and other Corporate services teams as appropriate.

### **KEY RESPONSIBILITIES**

The Senior Management Accountant will work as part of the Strategic Estates Finance Team to,

- Ensure the monthly expenditure reports are checked, carry out accounting corrections and/or adjustments,
- Prepare and distribute of programme and project monthly reports, including Management Information to budget holders
- Prepare forecast templates and support budget holders or project leads to produce robust in-year and multiyear forecasts,
- Provision of ad-hoc management reports as requested by budget managers and senior management within agreed deadlines,
- Contribute to the Medium term financial and investment planning process,
- Profile approved budgets and arrange for approval of funds and budget

virements/transfers, including accurate uploads to the HAIS finance system

- Liaise with Parliamentary Procurement and Commercial Services to ensure suppliers and contractors are set up on HAIS Finance system,
- Support Strategic Estates staff when raising purchase orders and validating invoice payments,
- Promote and encourage best practice and governance, ensure the Finance & Procurement rules are promoted and adhered to,
- Assist in defining and maintaining business requirements for the finance and project reporting systems,
- Be one of the Finance System “Super users”, to provide training and first line support to users of system, including identifying opportunities to improve processes and services, and
- Work collaboratively with other members of the Finance team to analyse, collate and validate data, ensuring effective communication of information to Central finance teams and senior management in a proactive manner.

### **Management responsibility**

This post has no line management responsibility.

### **Stakeholder management and relationships**

The post holder will interact with senior managers and colleagues from Strategic Estates including:

- Strategic Estates Project leaders and Budget holders
- Portfolio Management Office teams
- Cost and Programme management consultants and other external consultants as required
- Programme Commercial teams
- Corporate Services staff
- Colleagues from the House of Lords and
- National Audit Office as necessary

## **QUALIFICATIONS AND KNOWLEDGE**

### **Essential**

- Part qualified member of an accounting body belonging to CCAB or AAT or similarly qualified

## ADDITIONAL INFORMATION

	REVIEW	/ EXERCISE	IFICATION
<b>Criterion 1 – Functional skills and experience</b> Proven experience in financial planning, forecasting, reporting; and good understanding of basic accounting concepts. Strong Microsoft Excel skills and experience of a Finance / Accounting software. Understanding of the financial policies and processes of a public sector organisation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criterion 2</b> Experience of conducting analysis of financial transactions and processes to spot inefficiencies or poor practice, including the ability to access and interpret data from a range of sources as part of a decision-making process.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Criterion 3</b> Strong business focus and ability to build trust and strong customer relationships, with significant experience of providing finance advice on a broad range of topics to stakeholders at all levels.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Criterion 4</b> Excellent organisational skills, with a proactive approach and an ability to manage multiple work streams while managing conflicting and time-critical demands to high standards of quality.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Criterion 5</b> Experience of working with diverse teams to achieve organisational objectives in line with the organisational guidance or policies.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Desirable</b> Public sector experience and ideally an understanding of political sensitivities.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Desirable ■ Experience of working in the public sector and/or construction industry			

**Location**

This post will be located on the Parliamentary Estate, Westminster, London

**Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

**Hours**

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with relevant line manager.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview, please inform the panel of the days/hours you are available to work.

**Application and selection process**

We will conduct a sift-based on the criteria set out in the skills and experience section, and successful candidates will be invited to attend a competency-based interview.

**For further information**, candidates should refer to these websites – House of Commons careers at [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) and the UK Parliament at [www.parliament.uk](http://www.parliament.uk).

You can contact the Recruitment team at [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or by telephone on 020 7219 6011.