



Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title	Reference number
Head of Financial Reporting	1403
Office	Grade
Finance Department	HL8
Starting Salary	
£50,800	
Term	
This post is fixed term for 12 months, with the possibility of extension and/or permanency. We will consider secondments to a successful applicant coming from the Civil Service, House of Commons/PDS and long-term temporary promotion will be considered for internal candidates who are successful at interview.	

Scope of the job

Background

The House of Lords Administration employs over 600 staff, providing the administrative and logistical support for the House of Lords to work as an effective second chamber of Parliament.

The Finance Department, under the Finance Director, has around 40 staff. It provides financial services to the House of Lords, including financial management and reporting, procurement, payment services (including claims for financial support for Members) and staff payroll.

The House of Lords Finance Department has a vacancy for the Head of Financial Reporting. The post works to support the role of the Finance Director and the Head of Finance.

Main objective

To provide professional financial and accounting advice and support to the Finance Director and the Head of Finance, in particular;

- Year-end accounts production
- Assisting in the Estimates process and monitoring for the House
- Providing high quality financial information
- Assisting good financial governance and compliance
- Reviewing and advising on business cases

Key internal and external relationships

- Finance Director
- Head of Finance
- Budget holders

- Other House of Lords Finance Department Staff
- Finance staff in the House of Commons and Parliamentary Digital Service
- HM Treasury
- External and internal auditors

Main responsibilities

Line management and budgetary responsibilities

This post has line management for the Resource Accountant (HL7) and is countersigning officer for the Assistant Resource Accountant (HL5)

Other responsibilities of the post

1. Accounts Production

- Producing the annual resource accounts to a high standard and to timetable in accordance with the HM Treasury *Financial Reporting Manual*, which the House of Lords applies by analogy;
- Maintain and update the General Ledger and Fixed Assets Register to ensure data are accurate, complete, timely and relevant;
- Provide high quality account and supporting files to the NAO at the interim and final stages of the annual audit. Act as main point of contact for NAO correspondence and queries;
- Provide a high quality set of Financial Statements to the relevant boards, including supporting workings and explanations for year on year variances;
- Ensure monthly balance sheet reconciliations are performed to time and corrective action is fairly reflected in the General Ledger.

2. Producing the annual Main and Supplementary Estimates

- Working with the Head of Finance to produce the Main and Supplementary Estimates (the formal budgets) in accordance with HM Treasury requirements and timetable;
- Providing financial updates on to HM Treasury in the OSCAR system

3. Reviewing and advising on business cases

- Supporting the Finance Director in reviewing business cases submitted (Parliament follows the HM Treasury 'five case model');
- Support budget holders by providing advice on drafting business cases;
- Detailed scrutiny, and providing advice to the Finance Director and others, of the economic and financial case elements of business cases;
- Providing advice on accounting issues raised in business cases, for example whether items might be capital or resource expenditure;
- Working with House of Commons finance colleagues where business cases cover programmes or projects involving both Houses of Parliament;
- Advising the Clerks or Finance Directors on business cases submitted.

4. Bicameral Finance representation on programme boards and working groups

- Attend and contribute to project boards and cross House working groups as needed.

5. Treasury Management

- Assess cash balances throughout the month against the cash forecast. Where necessary, request top-up funding from HM Treasury, ensuring the House doesn't run out of funding or hold too much cash;
- Provide monthly cash requests to the Treasury by the specified monthly deadlines.

6. Financial governance and compliance

- Providing support and advice regarding counter fraud and anti-bribery policy;
- Keeping abreast of new developments in accounting and financial reporting, in particular regarding the public sector and HM Treasury guidance, and assessing their relevance and applicability to the House of Lords;
- Provide accounting advice to the Finance Director, Head of Finance, finance department colleagues and budget holders;
- Reviewing and updating relevant guidance and manuals.

7. Other Duties

- Line management of a small team;
- Assisting the efficiency of the department by covering for other posts as required and performing other duties and projects appropriate to the role and grade;
- Keep up to date with accounting developments and developing own ability and experience as necessary.

Person specification

The qualifications required for the post are:

The post holder should be a fully qualified accountant (CCAB or equivalent qualification).

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Competencies:

Applicants should have the following skills and experience:

- **Technical Skills** - Relevant financial management and accounting skills including an understanding of the public sector financial framework as it applies in central government; excellent IS/IT skills, including experience of computerised accounting systems and Microsoft Office applications, in particular Excel;
- **Professionalism, Tact and Discretion** - Experience in producing annual financial accounts and working with external auditors and other stakeholders;
- **Problem solving** - The ability to review business cases, raising questions and challenges and making clear recommendations in a report;

- **Communication skills** – Clear and accurate oral, written and online communications skills, including the ability to explain complex issues to non-specialists, making them easy to understand;
- **Accuracy** - Ability to pay attention to detail and produce accurate work when especially when working with detailed figures;
- **Delivering at pace** - Ability to work effectively to meet deadlines, working reliably under pressure remaining calm and focussed.

Desirable

- Experience of staff management;
- Experience of Agresso Business World;
- Experience of the HM Treasury Estimates process;
- Experience of using the HM Treasury 'five case model' for business cases;
- A commitment to continuing professional development

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL8 (£50,800 per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £62,023. Salary is paid monthly by bank transfer.

Probation

There is a probationary period of nine months.

Term and hours

The post is fixed term and is for 41 hours per week (including break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

- Part-time working
- Job-share
- Compressed hours
- Home working (1-2 days a week)

If you are selected for interview, please inform the panel of the days/hours you are available to work.

Benefits

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](#) page.

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be

taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity & maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. The Administration will also consider flexible working arrangements and reasonable adjustments.

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

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 see the [National Security Vetting booklet](#) for further information.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 23.55 on **Sunday 23 August 2020**.

Telephone enquiries

If you wish to find out more information about this post, please contact Jonathan Smith on 020 7219 6017.

No recruitment agencies please.

