



Role Profile

Job title:	Financial Accountant	Department:	Finance
Grade:	C	Reports to:	Financial Controller
Location:	Head Office	Budget responsibility (optional):	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies. Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

Role purpose:

- The Financial Accountant is responsible for the delivery of CITB's Treasury, VAT, taxation, preparing the statutory accounts and also providing monthly financial management reporting required for stakeholders. This includes ensuring robust financial discipline is in place whilst delivering excellent service to internal customers (all of CITB's staff and teams) and external customers of CITB.
- The Financial Accountant provides key financial expertise, information, guidance and direction, ensuring strong financial management and accounting is in place across CITB. This includes advising senior management on financial implications of their actions and intentions and ensuring statutory and regulatory financial management reporting is in line with best practice.
- The Financial Accountant provides key financial expertise, information, guidance and support to the Head of Financial Management to ensure strong financial management and accounting is in place across CITB.

Key responsibilities and accountabilities:

These include a number of the following but are not limited to:

1. Under the direction of the Head of Financial Accounting be responsible for ensuring that CITB's financial accounting and management is robust and adheres to Best Practice including legislation, taxation, legal rulings, Charities standards, government requirements and Accounting Standards
2. Monitor, manage and produce cash flow requirements working closely with the Outsourcing Partner .
3. Responsible (under the direction of the Head of Financial Management) for leading a collaborative approach to the delivery of robust financial reporting for the Executive and Senior leadership team
4. Manage the production of the statutory annual financial statements and associated notes in accordance with the latest accountancy standards, Charity SORP and government requirements.
5. Manage the External Audit of CITB's accounts by jointly co-ordinating the internal teams

input along with the outsourcing partner to plan the annual Interim and Year End Audits to ensure information and supporting evidence is provided from across the business and is sufficiently robust for audit purposes.

6. Manage the day to day relationships with both the Outsourced Enabling Partner and External Auditors (NAO).
7. Lead and manage the production of financial information to support regular and ad hoc reporting of financial information to external stakeholders e.g. sponsoring department, HMT, devolved governments etc in collaboration with others in Business Performance's Leadership and Management teams.
8. Regularly review the controls over the distinct Balance Sheet areas across the business and take the lead in ensuring that the business takes action to address any areas of weakness or where inaction could lead CITB to be in breach of Accounting Standards or legislation.
9. Responsible for ensuring that the Finance system reflects an accurate financial position for CITB investigating any issues and addressing them - this is likely to involve also maintaining Nominal Ledgers, the Fixed Asset Register and CITB's Chart of Accounts with support from the Outsourced Enabling Partner.
10. Use knowledge of the business areas and CITB's product and services to assess the relevance of issues and impact on legal, tax and legislation rules and requirements.
11. Lead on the education of management and staff across the business on financial management issues, whilst also ensuring that those across the wider Business Performance teams also understand relevance and requirements of financial accounting issues.

Decision Making and Business Impact

12. On behalf of CITB interpret Financial Reporting Standards, Charities Statement of Recommended Practice (SORP) requirements, Government Financial Reporting Manual (FReM), VAT and other taxation legislation in order to understand any potential impact for CITB business, on products and services and provide advice, guidance and recommendations to ensure CITB is compliant and correct
13. Lead on agreeing timelines and deadlines to ensure Business Performance as a whole meets the reporting obligations
14. Work with the Head of Financial Accounting to understand the impact of changes and business initiatives on financial reporting, control and systems and therefore establish the most appropriate actions required.

Change Management

15. Contributing to strategic change as work-stream leader.
16. Delivering business improvement programmes to increase efficiency and effectiveness within Team which will have co-dependencies with our outsource partner e.g. Levy debt recovery.

People Leadership / Team Leadership – where the role has direct or matrix reports.



Role Profile

- Responsible for promoting good financial accounting understanding across the wider Business Performance community and acting as a mentor, guide and coach to trainees and others in the department to grow and develop their financial accounting knowledge and capability
- Assist with interaction (including collaboration from Business Partners) across CITB to both request information, to roll out new processes and procedures and to develop good financial accounting practices across the organisation
- Act as a member of Business Performance's management team – take an active and participative role in relevant meetings and take ownership of initiatives and projects to grow and develop the management of the department
- Act as a source of expert advice for the business on complex financial matters such as VAT, Taxation and Financial Accounting

Key contacts and relationships:

Internal:

- Communication is both internally focused as a key advisor to the Senior Finance team and to the commercial manager for the outsource partner
- Flexible approach to work, willing to play a full role in ensuring the success of the team

External:

- Frequent communication with outsource partner on relevant delivery components of fiancé back office and reporting systems

Knowledge and Experience

Essential

- CCAB qualified (or equivalent) with relevant experience in financial and management accounting, reporting and management with experience of working in a range of practice and business accounting environments
- Strong understanding of accounting systems and financial and management accounting treatment
- Knowledge of company, charitable and government legal and accounting frameworks
- Able to demonstrate the ability to build strong working relationships through professional and personal credibility whilst delivering excellent customer service

Desirable

- Experience of managing outsourced providers
- Experience of change management
- Further or Higher education level qualifications

Behavioural competencies:



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- Team – level 3
- Accountability – level 3
- Adaptability – level 3
- Customer – level 3
- Leadership – level 3

Special Conditions/Other Requirements: e.g. travel requirements, working arrangements
<ul style="list-style-type: none">• Some travel to other CITB offices on an occasional basis (which may include overnight stays)