

## **Financial Planning & Analysis Accountant**

### **Role Details**

We are currently looking for an experienced FP&A Accountant to join a well-established team.

As a member of the FP&A team, you will be part of a talented team that play a pivotal role in providing expert advice, delivering good value for public money and presenting data-driven insight to support strategic decision-making to key stakeholders.

The post holder will lead and manage the financial Planning in alignment with, and delivery of the medium-term business plan, tracking progress and taking pro-active steps to ensure corporate objectives are met.

Timely reporting and analysis will enable Finance Business Partners and budget holders to manage their areas of responsibility, strategic and operational initiatives efficiently.

This will involve working closely and developing strong relationships with key internal colleagues, other governmental departments, and external bodies to ensure that internal controls, systems, processes and business practices at The Electoral Commission meet statutory, regulatory and auditing requirements.

As a qualified Finance professional, you will have experience of leading and managing Financial Reporting and Business Planning processes in an organisation of a similar size and complexity.

You will have a collaborative approach to working with colleagues at all levels of the organisation and be confident in communicating in a way that is easily understood by non-finance professionals.

Your technical knowledge, insight, and ability to work constructively with people at all grades will make you a valued contributor to the decision-making process and a champion for change.

### **Key responsibilities:**

- Produce, analyse and report on, within agreed timescales, monthly management accounts and the Finance Report incorporating the latest forecast position. All reports should provide detailed information on significant variances, reflect good practice and include KPIs;
- Lead and manage the annual budget and reforecast setting and monitoring processes and the generation of the medium and long-term financial plan

within the planning cycle, ensuring that it delivers financial targets and incorporates all activities the organisation is, or is planning to be, involved in;

- Build an evidenced based approach to the financial requirements of the Corporate Plan;
- Work closely with all budget holders and colleagues with financial / procurement responsibility routinely (e.g. regular and ad hoc reviews) to ensure that spending is controlled and remains within the agreed budget at all times;
- Monitor and ensure financial analysis and reporting is maintained and developed in all key Pay and Non-pay areas (with a key focus on contribution and compliance) to reflect best practice;
- In collaboration with the business, develop, update and produce both new and existing reports that are value-add, accurate, meaningful and suitable for the intended audience;
- Ensure compliance with relevant financial regulations, accounting standards, and internal control procedures;
- A critical driver of financial insight including benchmarking to other organisations.

**Key skills required:**

- Fully Qualified CCAB Accountant;
- Strong understanding of principles involved in planning, budgeting and forecasting;
- Technical awareness of key accounting standards including IFRS16;
- Proficient in the use of Microsoft Excel, with experience in budgeting and forecasting within Excel;
- The ability to translate financial data into actionable insights;
- Strong project management awareness, including the ability to test assumptions;

- Excellent communication and interpersonal skills, with the ability to effectively collaborate with stakeholders at all levels of the organisation;
- Knowledge of the HMT Green Book for business cases;
- Public Sector experience (Desirable).