



Falkland Islands Government – Job Description

Job Title:	Management Accountant		
Department:	Treasury		
Reports to:	Head of Finance		
Grade:	Falkland Islands Government Grade – C	Job Code:	602MA1

Job Purpose

Manage the Budgeting and Forward Planning functions of the Treasury and provide a professional financial service to the Falkland Islands Government.

Main Accountabilities:

- Assist with the day to day management and supervision of the Budgeting and Forward Planning functions of the Treasury, including motivation and performance management of staff.
- Contribute to the formulation of corporate policies and plans to ensure the continuation of the good government of the Falkland Islands. This includes research and preparing reports for presentation to the Standing Finance Committee or Executive Council as requested by the Head of Finance. It may also include attendance at various committees, Boards and working parties as the Treasury representative to provide advice as required and negotiating on behalf of Government to ensure that value for money is obtained in the public interest.
- To ensure that the provisions of the Constitution and the Finance and Audit Ordinance are in place, operating and effective. This includes the planning and production of annual estimates for all public funds including the Consolidated Fund, Capital Equalisation Fund, Insurance Fund, Pension Funds and Currency Fund.
- To ensure that the fiscal legislation is enacted and maintained, to provide a proper regulatory regime for the financial administration of the Islands including the drafting and issue of appropriate financial instructions and circulars.
- Manage, review and develop FIG financial computer systems, including the corporate financial management system (Dynamics). This will include the provision of departmental and corporate training on all aspects of systems operation.
- Review cash flow projections in respect of the corporate FIG budget to ensure that liquid funds are available to meet creditor payments and ensure that such payments are made in line with departmental budgets and comply with Financial Instructions.
- Provision of departmental and corporate financial management training for non-financial managers as requested, in line with available resources.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



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Additional Information:	
• The profile of the position relies critically on self-motivation, with little reference to senior officers for guidance. • Day to day management decisions in the postholder's area of responsibility are made and advice given without reference to others. • In situations where reference to senior officers takes place, a positive reaction in the form of research or the formulation of recommendations is required. • The scope of this job can cover all aspects of Government and is of a non-routine nature.	



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Person Specification:	Management Accountant		
Criteria	Essential	Desirable	Assessment Method
Professional Requirements:			
Well educated - to equivalent of first degree level	✓		A
Relevant professional qualification such as CIMA or CIPFA with at least 5 years post qualified experience	✓		A
At least 3 years' experience of working within a multi-disciplinary public sector organisation	✓		A
Experience of strategic (long term) planning	✓		A/I
Evidence of continuing professional development and current professional registration	✓		A
Experience of Information Systems Management		✓	A/I
A graduate level business management qualification		✓	A
General Requirements:			
At least 2 years' supervisory management experience	✓		A/I/R
Proven experience of business and financial planning in a financially constrained context and budget Management	✓		A/I/R
Proven management experience at a similar level in a multi-disciplinary organisation	✓		A/I/R
Experience of effective delegation, organisation, use of staff and other limited resources	✓		A/I/R
Experience of leading and supporting staff during change and inspiring change at an operational level	✓		A/I/R
Experience of providing effective training to officers with a non-financial background	✓		A/I
Demonstrable experience of meeting tight deadlines	✓		A/I/R
Experience of performance management at organisational and individual staff level		✓	A/I/R
Experience of managing projects successfully		✓	A/I/R
Successful succession planning/workforce development experience		✓	I/R
Insurance experience		✓	A/I
Experience of working with, or managing, outsourced services		✓	A/I/R
Experience of pensions administration or management		✓	A/I/R



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Criteria	Essential	Desirable	Assessment Method
Skills:			
Good confident interpersonal skills; polite & helpful with the ability to be assertive when required	✓		I/R
Ability to use own initiative, to produce constructive ideas, to anticipate problems and develop solutions to rectify	✓		I/R
Well organised; able to be responsible for a range of different tasks simultaneously	✓		A/I/R
Good communication skills verbal and written	✓		A/I/R
Able to produce reports for senior management and elected Members drawing on different information sources	✓		I/R
Able to present information to audiences effectively	✓		I/R
Good numeracy and verbal reasoning skills	✓		I/R
Ability to think laterally and creatively to generate novel but realistic solutions	✓		I/R
Ability to work in a confidential, complex political and stakeholder environment	✓		I/R
Able to motivate and manage a group of staff	✓		I/R
Good negotiation skills	✓		I/R
Full acceptance of responsibility and culpability	✓		I/R
Determination to carry out tasks to completion	✓		I/R
Demonstrated leadership ability	✓		I/R
Consistency in judgement	✓		I/R
A questioning mind and the capability to produce innovative ideas and develop imaginative solutions to problems are essential as is flexibility and the ability to deal with change in a positive and constructive way	✓		I/R
A thorough working knowledge of IT in particular Outlook, Access and Excel	✓		A/I/R
Capable of accumulating, assimilating and applying knowledge passed down by senior officers		✓	I/R
Understanding of the role of a central department in service provision		✓	I/R
Proven administrative skills		✓	I/R



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Person Specification:	Management Accountant		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Competent and reliable under pressure	✓		I/R
Pro-active and flexible	✓		I/R
Tact, persuasion and assertiveness	✓		I/R

Method of Assessment:

A - Application Form

I - Selection Interview

R - Reference