

Job Title	Senior Accounting Assistant		
Department	Directorate of Health & Social Services (DHSS)	Section	0201 Admin
Reports to	Hospital Manager		
Grade:	Falkland Islands Government Grade – D1	Job Code	TBC
Job purpose			
The post holder will take the operational lead in budget monitoring, setting and forecasting for the DHSS across both operational and capital budgets. This will include, but is not limited to, contributing to DHSS's budget setting process, as well as the preparation of monthly budget monitoring and year-end financial statements. The post holder will also assist with the supervision of other staff within the administration and finance functions as necessary.			
Main Accountabilities			
Day to day operational accountabilities ❖ Lead on operational and capital budget monitoring in the Directorate. This will include, but not be limited to, scrutinising monthly reports, providing guidance to Heads of Departments, resolving queries, preparing monthly variance reports for Treasury and ensuring that Senior Management are regularly appraised of emerging and ongoing financial issues. ❖ Maintain a 'live' record of DHSS assets, which is updated as acquisitions and disposals occur. ❖ Supervisory review of the bank reconciliation process. ❖ Support the Hospital Manager and Director during budget setting. This includes providing guidance on, and reviewing capital bids, as well as complete all returns in accordance with agreed timetables. ❖ Lead on the functional financial operations relating to DHSS's fees and charges. This will include ensuring an annual review occurs during the budget setting process and that approved fees and charges are gazetted, as well as ensuring processes to accurately identify chargeable activities and recover costs are in place. ❖ Lead on the Year End process in the Directorate. Ensure all returns are accurately compiled and returned within agreed timetable. Ensure benefit-in-kind payments are accurately recorded and reported to the Tax Office. ❖ Provide support to the Hospital Manager and other Heads of Departments in ensuring existing contracts are monitored and adhered to; assist as required with the tender process and award of new contracts. ❖ Working collaboratively with the Finance Clerk, ensure that DHSS financial processes are regularly reviewed and improved where necessary. Compile regular and ad hoc internal and external financial reports, guidance and analysis as requested by the Director of DHSS and Treasury, including for the Directorate's Senior Management Team (SMT) and the Health and Medical Services Committee (HMSC).			

Job Title	Senior Accounting Assistant
Main Accountabilities (continued)	
Quality Assurance and Audit accountabilities ❖ Support the DHSS management team to effectively manage their budgets through the provision of timely, accurate and complete financial information, advice, support and constructive challenge. ❖ Promote adherence to financial controls in order to ensure reliability of financial information and safeguarding Directorate assets ❖ Proactively engage with Internal Audit, assisting with queries, visits and investigations as required. Respond to Audit recommendations and ensure agreed financial recommendations are implemented. ❖ Overseeing the completeness, accuracy and timeliness of transactions recorded in the financial ledgers, including the promotion of adherence to financial controls as a means to safeguard Government assets and ensure reliability of financial information; ❖ Develop monitoring processes for capital project codes, and ensure procurement is compliant with financial instructions and local policies. ❖ Undertaking developmental work on financial systems and processes in order to progress towards updating processes within the finance function of the Directorate. General accountabilities ❖ Ensure compliance with FIG's Financial Regulations. ❖ Cover the duties of other members of finance staff as required. ❖ Foster a positive and collaborative working environment within the wider finance team and with Treasury staff. ❖ Adhere to, and comply with, DHSS and FIG policies regarding the protection of data and confidentiality of information. ❖ Adhere to and comply with the DHSS's and FIG's Health, Safety and Wellbeing policies. ❖ Be aware and adhere to the DHSS's and FIG's Safeguarding policies. <i>This job description broadly reflects the current duties. It is not necessarily exhaustive, and changes will be made at the manager's discretion with the post holder.</i>	
Criminal Records Checks (this post is regarded as sensitive)	
All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.	

Person Specification	Senior Accounting Assistant		
Criteria	Essential	Desirable	Assessment Method
Education and Qualifications			
Qualified to HND/NVQ level 5, (or equivalent) in a relevant subject	✓		A
GCSE at grade C or above (or equivalent) in English	✓		A
Member of The Association of Accounting Technicians (AAT), or equivalent	✓		A
Part or fully qualified accountant, as certified by one of the CCAB recognised membership bodies eg ICAEW, ACCA, ICAS, CIPFA etc		✓	A
Knowledge, Skills & Experience			
Strong understanding of accounting and finance techniques and their practical application and demonstrable experience (at least 5 years) of working in delivering effective financial management & reporting	✓		A/I/R
Demonstrable experience of working as part of a wider-business, consulting with senior stakeholders, utilising an understanding of business priorities and effectively working with key internal partners to meet approved finance objectives	✓		A/I/R
Excellent written and oral communication skills, including the ability to produce high quality written and oral advice and guidance suitable for all levels of staff, including senior level decision makers, as well as experience of offering constructive challenge to senior stakeholders if necessary	✓		A/I/R
Proven experience in the preparation of complex budgets, forecasts and financial plans, along with experience of financial modelling & controls and systems development and implementation	✓		A/I/R
Understanding of the role of governance and risk management and assurance	✓		A/I/R
Evidence of effective supervisory experience	✓		I/R
Highly developed team working skills, along with the ability to build good working relationships with departmental and other FIG colleagues and senior partners and to influence them positively with professional credibility	✓		I/R
Good proficiency in financial management software and Microsoft Office Suite, (in particular Excel at intermediate level or above)	✓		A/I/R
At least 5 years' experience of using accounting software effectively	✓		A/I/R
Ability to identify and resolve operational problems and to find new solutions and suggest improvements, whilst maintaining existing high standards.	✓		I/R

Person Specification	Senior Accounting Assistant		
Criteria	Essential	Desirable	Assessment Method
Education and Qualifications			
Good organisational and prioritisation skills, along with the ability to work on own initiative with minimal supervision	✓		A/I/R
Ability to make sound, professionally informed and evidenced based decisions, as well as take responsibility for those decisions once taken	✓		I/R
Ability to work under pressure to tight deadlines for lengthy periods with additional discretionary effort to ensure tasks are carried out effectively to completion	✓		I/R
High standards of attention to detail and accuracy even when under working under pressure to ensure tasks are carried out to a high standard	✓		A/I/R
Ability to work with, and maintain, a high level of confidentiality in all tasks	✓		I/R
Ability to quickly get up to speed with new systems and procedures	✓		I/R
Ability to apply tact and sensitivity when managing conflicting requirements	✓		I/R
Possesses sound judgement with an ability to apply recognised financial rules and frameworks to resolve complex problems in a consistent manner and to solve issues and find solutions independently as needed	✓		I/R
A comprehensive understanding of the operations of the Falkland Islands Government and the financial and budgetary issues affecting departments		✓	I
Experience of preparing Financial Statements		✓	I
Experience of using Microsoft Dynamics		✓	I
Personal Attributes	Essential	Desirable	Assessment Method
A quick learner with the capacity to undertake further training as required	✓		I/R
Competent and reliable under pressure	✓		I/R
Takes a pro-active approach to work	✓		I/R
Aligns with FIG’s Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Dedication to public service		✓	I
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of Assessment: A – Application Form I – Selection Interview R – Reference