

Financial Accountant Corporate Services Directorate

Permanent position, full-time, 35 hours pw, Band D/E



Cairngorms
National Park Authority
Ùghdarras Pàirc Nàiseanta a'
Mhonaidh Ruaidh

This is a career graded post. Demonstrable experience of financial accounting in a corporate environment, including the management of systems, governance and controls, would support appointment immediately at band E (salary scale 44,686 – 52,088). Alternatively, the post is suitable for someone who is at an earlier stage of their career, starting at band D (salary scale 36,769 – 44,028), and subject to ongoing performance and organisational need, there is scope to advance through the role to band E. Movement to band E will be subject to appraisal reviews of performance and suitable experience and / or qualifications gained.

Purpose:

To work with the Head of Finance and Corporate Operations and the Management Accountant to establish and maintain financial and management accounting systems, and internal control systems that will provide an effective platform for the efficient, effective and economic operation and financial management of the CNPA's services and functions.

Lead on the prompt and effective preparation and closure of the Authority's annual accounts and all required liaison with external auditors during that process.

Responsibilities:

The post covers the management of key finance systems such as: creditor payments, debtor management, nominal ledger, budgeting, cash flow management and development, and maintenance of financial regulations and internal controls. An experienced candidate would be expected to be capable of taking on the majority of these responsibilities on taking up the post; there is capacity for a less experienced candidate to develop into the role. Specific responsibilities include:

- To manage the development and maintenance of the Authority's accounting systems, carrying out monthly reconciliations and ensuring the storage of accurate and robust data with supporting documentation.
- To take responsibility for developing and managing the production of regular, timely management accounts and budget reports for our core operations, ensuring budget holders and responsible managers are aware of an accurate budget and expenditure position for their areas of responsibility. The Management Accountant is responsible for project accounting and reporting and the post holder will be required to work closely with the Management Accountant to ensure that consistent and coherent reporting is achieved for the whole organisation.
- Support the Head of Finance and Corporate Operations in providing regular reporting to the Board and its committees.
- To work closely with the Head of Finance and Corporate Operations in providing both monthly and ad hoc reporting to Scottish Government.
- Liaise with Scottish Government to manage the process of drawing down funding allocations.

- To take responsibility for creditor payment systems, and ensure appropriate systems are in place and applied for ordering, receipt, authorising and making payments to creditors, and that creditor payments are made within established targets.
- To take responsibility for invoicing, income and debtor management systems.
- Develop and manage the Authority's grant awards register and grant control systems.
- Provide ad hoc support to colleagues with the preparation of grant claims and the reconciliation of these to information in the accounting system.
- To prepare annual accounts in line with appropriate accounting standards, accounts directions and agreed timetables, and to facilitate and support the external audit of those accounts, to achieve a clean audit report.
- To guide the financial accounting work of the Finance Officer (part-qualified) and assist in their professional development. This responsibility does not extend to line management.
- To contribute to the development of annual forward budget projections for the Authority, liaising with budget holders as required.
- To assist with the Authority's cash flow and treasury management activities.
- To provide advice and support to colleagues on financial matters, including interpretation of financial regulations, budget management and other ad hoc financial questions, and to work effectively with staff and budget holders to contribute to effective and efficient financial administration within the Authority.
- Contribute to the development and maintenance of appropriate financial regulations and procedures, to ensure effective and efficient financial administration within the Authority, encouraging the highest standards of financial stewardship and integrity throughout the organisation.
- To assist in providing financial information to satisfy Freedom of Information (FOI) requests.
- To contribute to the organisation's general financial administration, ensuring relevant matters are dealt with efficiently and effectively.
- Provide occasional business support services to community and voluntary organisations as approved by the Director of Corporate Services.

General:

- Contribute to the work of the Corporate Services directorate and the Park Authority as a whole, ensuring compliance with financial procedures.
- Contribute to the delivery of the National Park Partnership Plan and other strategic plans.
- Embrace the organisation's culture and ensure that all behaviours align with the principles of Passion and dedication, Community, Pioneering, Inspiring leadership; as well as complying with the Health and Safety strategy.
- To conduct other work as necessary. All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Person specification: knowledge, experience and training

Essential:

- A professional Accountancy qualification (CCAB)
- Knowledge and experience of accounting systems
- Knowledge and experience of monthly reporting processes
- Knowledge and experience of preparation of the annual report and accounts
- Excellent numerical skills and substantial, proven experience of manipulating financial data and figures
- Demonstrable capacity to analyse information and to present the results of that analysis in a clear and accessible manner
- Excellent IT skills and working knowledge of standard Microsoft applications
- Excellent communication skills – verbal, written and presentational
- Excellent inter-personal skills - ability to work to own initiative as well as part of a team
- Permission to work in the UK

Desirable:

- Knowledge of the Government Financial Reporting Manual (FreM) and the Scottish Public Finance Manual (SPFM)
- Experience of Access Financials accounts package
- Experience of working in a public sector funding environment
- Knowledge of Gaelic

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