

Job title	Content Accountant		
Job family	Finance	Band	C

Job purpose

Divisional Finance is at the heart of the BBC’s Finance function, delivering an integrated, sustainable and high quality accounting and reporting service to our business and Finance customers at the right level of cost. They will help inform and shape financial plans. The key role purpose of the Content Accountant is to:

- Work within divisional business teams (News Group, Nations and Radio & Music) and to be responsible for providing professional financial support to the Business Managers, Editors, Budget Holders and Centre of Excellence teams
- Provide effective controllership and deliver operational excellence
- Adopt and contribute to continuous improvement across finance and key BBC processes

• Key responsibilities and accountabilities

Budgeting and Forecasting:

- Provide information, analysis and supporting commentary to Centre of Excellence teams, budget holders and regional management. Work closely with and influence budget holders to help drive business performance and decision making
- Review short term plans for divisional continuous cost centres and programme projects
- Assist in the production of divisional continuous cost centre budgets, extrapolating trends and supporting the input of financial data
- Review the short term financial plans for the divisions in collaboration with cost centre managers, embedded finance and Centre of Excellence teams
- Meet month end timetable requirements

Accounting and Reporting:

- Undertake budgetary review and update forecasts for continuous cost centres and programme projects
- Assist in balance sheet reporting
- Provide insightful commentary and analysis to Centre of Excellence process teams in respect of financial reporting and accounting
- Monitor, and report actual expenditure against set budget
- Adhere to Centre of Excellence reporting deadlines
- Maintain short term financial plans for divisions in collaboration with budget holders
- Assist in closing year end accounts
- Assist in completion of any additional requirements for year end statutory reporting purposes
- Analyse variances and supply supporting analysis where necessary

Controls and Compliance

- Apply best practice to suggestions and recommendations to improve services
- Undertake quality management of own work and the work of others
- Improve the efficiency and controls finance processes, methodologies and environments
- Develop test and review new methods and practices
- Provide data for non financial reporting (DQF, Talent, Fair Trade, Service Licences)
- Be a custodian for explaining and reinforcing BBC Finance policies and guidelines across the business and division

Other

- Facilitate self development by identifying and meeting own skill development needs and future career opportunities with the support of the Finance stakeholders (FBP and DFC)
- Facilitate collaboration between team members through sharing information, collaborating on decision making, and taking mutual responsibility for the work of the team
- Ensure compliance with regulatory requirements as well as internal control mechanisms (including Safety and Diversity Policy) - promoting an efficiency driven culture within BBC
- Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service

Knowledge, skills, training and experience

Essential

- Significant experience of delivering a high quality accounting and reporting service.
- Highly developed written and verbal communication skills with the ability to influence.
- Ability to take complex data / principles and to communicate these in an understandable way to non SME's.
- Knowledge of the theory and practical application of accounting principles and controls.

Desirable

- Desirable – professional accounting qualification e.g. ACCA, ACA, CIMA, or equivalent qualification AAT or studying

Job impact

Decision making:

- Financial: Some responsible for small production budgets.
- Reports: Line responsibility for the development of junior staff
- Other: n/a

Scope: provide professional financial support to a range of stakeholders, effective control of financial processes and delivering operational excellence

Other information

For Reward team use only

Job Code	
Definition:	Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Finance - News
Reports to (title)	Finance Business Partner - News
Location base	London

Organisation structure	<p>This role sits within News Finance, and will report to a Finance Business Partner specifically in relation to World Service areas: African languages and Rights and Business Affairs. It will also be responsible for supporting Digital development and innovation departments spanning UK and World Service operations.</p> <p>This is one of a larger team of Content Accountants who support the News Group.</p>
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Additional job specific responsibilities and accountabilities	<p>Work closely with editorial leads to develop and track budget plans.</p> <p>Provide insightful commentary and analysis to the management accounting team in the Finance Central in Cardiff in respect of financial results and forecasts.</p> <p>Lead the annual budgeting process and assist the budget holders in identifying possible savings.</p> <p>Monitor areas of spend to detect exceptions to BBC finance policies, escalating issues as appropriate.</p> <p>Assist the business and the Finance Business Partner to address overspending through identifying areas of opportunity and working with others to address the issues.</p> <p>Coordinate and supervise the work of the Assistant Accountants.</p>
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Approval	
Manager	Joseph Gonzalez-Armas, Finance Business Partner
HR Business Partner	Kirsty Lee
Date	29 June 2019