

<b>Job title</b>	<b>Content Accountant</b>		
<b>Job family</b>	<b>Finance</b>	<b>Band</b>	<b>C</b>

**Job purpose**

The role is part of a finance function delivering an integrated, sustainable and high-quality accounting and reporting service to BBC business and finance customers at the right level of cost.

Content Accountant will:

- Work within divisional business teams providing professional financial support to the Business Managers, Editors, Budget Holders and Centre of Excellence teams
- Provide effective control 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 central teams, budget holders and regional management. Work closely with and influence budget holders to support 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, divisional finance and central teams
- Meet month end timetable requirements

**Accounting and Reporting:**

- Undertake budget reviews and update forecasts for continuous cost centres and programme projects
- Assist in balance sheet reporting
- Provide insightful commentary and analysis to central process teams on financial reporting and accounting
- Monitor and report actual expenditure against set budget
- Meet central 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 information 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 (Talent, Fair Trade, Service Licences)
- Explain and reinforce BBC Finance policies and guidelines across the business

**Other**

- Facilitate self-development by identifying and meeting own skill development needs and future career opportunities with the support of the Finance stakeholders

- Work in partnership with team members by sharing information, collaborating on decision making and taking shared 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 other duties and tasks 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 communicate these in an understandable way to wider BBC team .
- Knowledge of the theory and practical application of accounting principles and controls.

**Desirable**

- Professional accounting qualification e.g. ACCA, ACA, CIMA, or equivalent qualification; AAT or studying towards

**Job impact**

**Decision making:**

*Financial: Some responsible for small production budgets*  
*Reports: Line responsibility for the development of junior staff*

**Scope:**

*Provide professional financial support to a range of stakeholders, effective control of financial processes and delivering operational excellence*

**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.

<b>Division</b>	<b>BBC Children in Need</b>
<b>Reports to (title)</b>	<b>Finance Business Partner</b>
<b>Location base</b>	<b>Salford</b>
<b>Local Job Title</b>	<b>Accountant</b>
<b>Role Basis</b>	<b>Continuing</b>

**Organisation structure**

BBC Children in Need exists to make a positive difference to the lives of disadvantaged children and young people across the UK, the information the finance team provides will support our refreshed objectives and activities to deliver this ambition.

BBC Children in Need are currently looking for an Accountant to be based in Salford, for a permanent contract.

This role reports directly into the Finance Business Partner, and will be required to support the Finance Manager and Financial Controller on an ad hoc basis

You will be an active member of the Finance team, with no direct line management, collaborating with Finance colleagues on functional work streams and contributing to the teams overall objectives. Working to ensure optimal output of financial information and identifying opportunities for continuous improvement where possible.

**Additional job specific responsibilities**

The Accountant will:

- lead on preparation of monthly management information, with a specific focus on the cost base of the charity (P&L and Balance Sheet); and supporting analysis reporting and reconciliations
- proactively work with budget holders to accurately forecast costs to the end of the year
- support the business planning process in providing information and variance analysis to budget holders and a range of non-financial stakeholders; helping to co-ordinate the process from start to end, supporting the Financial Business Partner.
- work closely with the High Value Partnerships team in order to ensure that Corporate Pledges are managed effectively and all income is tracked and allocated accordingly contributing to the success of the Appeal.

**Essential:**

Professional Accounting Qualifications to part qualified level (CIMA/ACA/ACCA)

Ability to solve problems in a logical manner.

You will have experience of working with high volumes of work with an attention to detail but ability to understand the wider context and bigger picture thinking.

The role also demands excellent communication skills as you will be required to build and maintain effective working relationships with a broad range of non-finance stakeholders

**Desirable:**

Experience of integrating systems to develop reporting

Prior use of Access Dimensions

Some knowledge of the voluntary sector

**Competencies:**

- Communication – able to get ones message understood clearly by adopting a range of tools and techniques appropriate to the audience
- Planning & Organising – ability to think ahead and establish efficient and appropriate course of action, able to prioritise and plan.
- Resilience – demonstrates an approach to work that is characterised by commitment, motivation and energy. Able to manage personal effectiveness.
- Flexibility – adapts and works effectively with a variety of situations, individuals and groups. Ability to understand and appreciate difference and opposing perspectives on an issue

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<b>Approval</b>	
<b>Manager</b>	Leo Scott
<b>HR Business Partner</b>	Charles Saccani
<b>Date</b>	September 2021

<b>Other information</b>	
<b>For Reward team use only</b>	
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.*