

<b>Job title</b>	<b>Accountant</b>		
<b>Job family</b>	<b>Finance</b>	<b>Band</b>	<b>D</b>

<b>Job purpose</b>
To provide professional financial support to a range of stakeholders, effective control of financial processes and delivering operational excellence. This role will also contribute to the continuous improvement of finance and key BBC processes. (Please refer to Appendix for job specific responsibilities and accountabilities)

<b>Key responsibilities and accountabilities</b>
<p>Generic key responsibilities and accountabilities of Accountant role:</p> <p><b>Budgeting &amp; Forecasting:</b></p> <ul style="list-style-type: none"> <li>• Provision of information, analysis and supporting commentary to a range of stakeholders.</li> <li>• Review short term plans and assisted in the production of budgets, extrapolation of trends and support the input of financial data.</li> </ul> <p><b>Accounting &amp; Reporting:</b></p> <ul style="list-style-type: none"> <li>• Review, analyze, monitor and update forecasts.</li> <li>• Maintain short term Financial Plans, monitor and report actual expenditure against set budgets, assist with the closure of year end accounts and statutory reporting.</li> </ul> <p><b>Controls and Compliance:</b></p> <ul style="list-style-type: none"> <li>• Improve efficiency and controls of financial processes, methodologies and environments.</li> <li>• Develop, test and review new methods and practices.</li> <li>• Explain and reinforce BBC Finance policies and guidelines.</li> </ul> <p><i>(Please refer to Appendix for job specific responsibilities and accountabilities)</i></p>

<b>Knowledge, skills, training and experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Significant experience of delivering a high quality accounting and reporting service.</li> <li>• Highly developed written and verbal communication skills with the ability to influence.</li> <li>• Ability to take complex data / principles and to communicate these in an understandable way to non SME's.</li> <li>• Knowledge of the theory and practical application of accounting principles and controls.</li> <li>• Professional accounting qualification e.g. ACA, ACCA, CIMA, or equivalent.</li> </ul>

<b>Job impact</b>
<p><i>Decision making</i></p> <ul style="list-style-type: none"> <li>• Financial: No budgetary responsibility</li> <li>• Reports: No direct reports</li> <li>• Other: provide professional financial support to a range of stakeholders, effective control of financial processes and delivering operational excellence.</li> </ul> <p><i>Scope</i></p>

<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Content / Content Support / Support

# JOB DESCRIPTION



*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

<b>Division</b>	<b>Finance</b>
<b>Reports to (title)</b>	<b>Finance Manager - Controllership</b>
<b>Location base</b>	<b>Cardiff</b>

<b>Organisation structure</b>	
<p>The Controllership Team sits within the BBC Finance Central function. <b>Finance Central</b> sits at the heart of the BBC's Finance function, delivering an integrated, sustainable and high quality accounting and reporting service to the BBC business and Finance customers. The focus of Finance Central is on providing service excellence across the BBC. This is driven by strong stakeholder management and underpinned by an ethos of continuous improvement and staff development.</p> <p>The Controllership team is responsible for promoting best practice with respect to financial controls. It engages and works closely with multiple stakeholders across the BBC and our business process outsource provider to support and drive continuous process improvement.</p>	

<b>Additional job specific responsibilities and accountabilities</b>
<p>Accountant – Controllership Team</p> <ul style="list-style-type: none"><li>• Monthly BBC balance sheet account review process to ensure all balances are fully reconciled and understood.</li><li>• Monitoring Business Process Outsource (BPO) provider on the delivery of record to report process activities (including payroll accounting, treasury accounting and balance sheet account reconciliations).</li><li>• Provide finance support and expertise to the BBC business on the set-up of new processes ensuring appropriate financial controls are in place.</li><li>• Identifying opportunities to improve and standardise process, working closely with BPO and/or multiple stakeholders across the BBC to implement.</li></ul>

<b>Approval</b>	
<b>Manager</b>	Name  Job Title
<b>HR Business Partner</b>	Name
<b>Date</b>	