

Role Title: Financial Reporting Accountant

Role Type: Practitioner

Reporting Line: Financial Reporting Manager

Position Grade: Band D

Base Location: Cardiff

Role Purpose

The Finance Centre of Excellence in Cardiff 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. The key role purpose of a Financial Reporting Accountant is to:

- Complete the financial reporting process both internally and externally, ensuring the integrity of reported information and its appropriateness to pan-BBC stakeholders
- Deliver the BBC's year end process and the preparation of the BBC's annual reports and accounts
- Enable the BBC to achieve its strategic objectives, by playing a key role in how the BBC allocates its cash and net I&E funding to the end of the next licence fee period
- Adopt continuous improvement across finance operations and key BBC processes
- Support the Financial Reporting Managers in the delivery of the team's objectives

Key Responsibilities

The key responsibilities of the Accountant will cover some or all of the following activities:

Budgeting and Forecasting

- Prepare and review the consolidated Budget Book and First Look Budget
- Draft budget instructions, guidance and submission templates
- Analyse and update the BBC's forecast
- Reconcile the BBC's forecast cash position
- Consolidate and review divisional results, forecasts and budgets
- Maintain a cash risk register capturing divisional and CI risks and opportunities
- Provide monthly cash and net I&E targets to divisions and ensure their consistency
- Develop and implement reporting processes for presentation, which identify key business issues for senior management focus

Accounting and Reporting

- Undertake financial reporting to stakeholders, culminating in the preparation of month end reporting, the annual report and accounts and medium and short term cash plans
- Undertake the monthly reporting of financial performance (including the BBC's commercial activities), and BBC's cash performance
- Undertake the reporting of BBC Service Licences from finance teams to Executive and BBC Trust
- Liaise with Corporate Finance teams
- Liaise with internal audit, external audit and other stakeholder groups
- Devise and manage appropriate reporting models and templates which provide insightful and relevant reporting, suitable for decision making purposes
- Produce other external reports including statistics and interim reports for regulators and banks
- Ensure timely consolidation of financial elements of the BBC's Annual Report. This includes planning, consolidating, collecting facts and figures from divisions and other accountants within Finance Operations
- Manage the preparation of pan-BBC reports and service ad hoc analysis and reporting requirements
- Liaise with contacts across the Commercial entities to ensure correct reporting at month end, year end and during budget period

Other

- Facilitate self-development by identifying and meeting own skill development needs and future career opportunities with the support of the Financial Reporting team
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BBC Finance Position Description

- Facilitate collaboration between colleagues 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.

Key Relationships

- Financial Reporting Managers
- Financial Reporting Leader
- Director CoE
- Financial Reporting Team
- Divisional Financial Controllers
- Divisional Finance Teams
- Corporate Finance Team
- Management Accountants
- Key external parties, including the external auditors, outsourced providers and DCMS
- Accounting Teams in Commercial operations

Competency Requirements

Essential

- Communicating with Clarity (Level 3)
- Relationship Building (Level 3)
- Delivering Results (Level 3)
- Team Work and Collaboration (Level 2)
- Flexibility and Resilience (Level 2)

Desirable

- Planning and Organisation (Level 2)
- Putting the Customer First (Level 2)
- Judgement and Problem Solving (Level 2)
- Influencing and Persuading (Level 2)
- Focus on Quality (Level 2)
- Leading and Motivating (Level 2)
- Developing self and others (Level 2)

Professional qualifications

- Essential – professional accounting qualification e.g. ACCA, ACA, CIMA, or equivalent qualification