

**Senior Management Accountant and Business Partner**  
**Salary £50K**  
**The Independent Parliamentary Standards Authority**

IPSA is the body created in 2009 to independently regulate and administer MPs' pay, pension, costs and expenses. It is a small organisation however, it manages a budget of £170m and is responsible for ensuring transparency and fairness in the way MPs are remunerated.

As well as running a payroll function for MPs and their staff – around 4,000 people – and checking MPs' costs and expenses, IPSA is responsible for setting MPs' pay and pensions.

Reporting to the Head of Finance and Payroll, the Senior Management Accountant is a key member of the Financial Team. You will lead in the timely and accurate production of monthly Management Accounts figures and will also be involved in the preparation of IPSA's budget for approval by Parliament.

You will be required to engage with senior stakeholders across the IPSA and will have considerable experience of producing management accounts, a high level of numeracy, and strong communication skills.

Key accountabilities of this role include:

- Ensuring the integrity and relevance of management information provided externally and to a range of internal stakeholders, ensuring that reports are distributed to users to enable them to understand IPSA's financial position and to assist in decision making processes.
- The post holder will also be responsible for improving the underlying MI and reporting that supports financial management of key decision-making
- Together with the Financial Controller ensure that appropriate financial controls are in place and in use at all times
- Supervise the production of the monthly Management Accounts and associated returns, to required standards and deadlines.
- Assist in the continual development and improvement of internal processes and controls

This is an exciting time to be joining the finance team as we are part way through the implementation of an ERP system which will have a significant impact on how we work and this role will play a key part in driving forward the changes that this will facilitate.

To apply for this role you must hold a professional qualification CIPFA, ACA, CIMA or ACCA qualified. You must be able to demonstrate that you possess a reasonable knowledge of technical accounting and that you have had experience of working with transactional processes and of using accounting and finance systems. For further details or if you are interested in applying for this role, please send your covering letter and C.V. to [hr@theipsa.org.uk](mailto:hr@theipsa.org.uk)

**Closing Date: 8 December 2017**

**Interview Dates: 8-9 January 2018**

### Job Description

Job Title:	Senior Management Accountant and Business Partner	Reports to:	Head of Finance and Payroll
Directorate:	Finance		
Salary Band:	D	Salary Range:	£50k
No. of Direct Reports:	2	No. of indirect reports	
Security Clearance:	CTC	IPSA reference:	

Job role:	
Job Purpose:	To improve IPSA's financial awareness and management of resources in order to enhance decision-making across the whole of the organisation, and ultimately to demonstrate value for money.
Job Context:	As the Senior Management Accountant and BP you will report to the Head of Finance and Payroll and will support the improvement of the financial management of key projects and policy developments, and support Senior Management in all strategic and operational financial matters.

Key areas of responsibility:		%
1.	Support the development of a high performing finance function through the effective management and development of direct reports and adherence to internal management policy and practice. Developing the capacity and competence of the staff you line manage and to roll this development out to ensure the wider business is adhering to internal financial processes.	15
2.	Acting as a Financial Business Partner to Budget Holders and Directors across the organisation. Working collaboratively with the business building strong and positive relationships with budget and project managers managing the day-to-day financial management control within IPSA; improving the budget-holder/stakeholder understanding of data and reports; engaging them in the financial control processes and assisting them with procurement and business case development.	25
3.	Work with the Financial Controller and budget holders to ensure that monthly corporate financial reporting (both internally and to HMT) are consistent and robust. Responsible for ensuring that there is appropriate reporting in place to meet IPSA's management information and corporate reporting needs. This includes producing monthly	20

	management accounts for the Board and Budget Holders, as well as drafting Financial Reports for the Board. Ensuring clear and transparent processes for the monitoring and reviewing of financial expenditure.	
4.	Provide the business with financial systems support and advice in relation to IPSA's period end processes including reviewing and authorising month end transactions and reconciliations. Supervision of the management accounts team to ensure that day-to-day functions are performed as necessary, all deadlines are met and controls are in place and operated.	10
5.	Implementing changes to IPSA's financial processes, controls and procedures, including those impacting the production and delivery of IPSA's management accounts and HMT reporting.	10
6.	Assist the Head of Finance and Payroll to identify and review financial data and in devising and implementing financial strategy to allow IPSA to operate value for money and clear accountabilities.	15
7.	To Assist in the producing IPSA's Budget (Estimates and Supplementary Estimates), adhering to HM Treasury and Select Committee timetables and reporting.	5

Financial Management:	
Management of People:	Finance Officer Assistant Management Accountant
Decision Making	Systems and Process Changes.

Person specification	
Education and/or professional qualifications	Qualified CCAB Accountant or equivalent.

Technical Competences/job specific competencies		Level
1.	Finance Professional CCAB	A
2.	IT skills (such as Outlook, Excel, Word)	A
3.	Accuracy/Attention to detail, thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work including staff reconciliations	A
4.	Financial management understanding – including reporting and budgeting	B
5.	Communication – finance issues to a wide audience including training as necessary.	B
6.	Functional/technical skills – ability to use Finance systems.	A
7.	Process Improvement/added value	B

IPSA competences	<ol style="list-style-type: none"><li><b>1. Working together:</b> Team Working Communication</li><li><b>2. Managing myself:</b> Taking personal Responsibility</li><li><b>3. Working to deliver:</b> Achieving results Being accountable</li><li><b>4. Leadership:</b> Supporting and Leading teams</li><li><b>5. Planning and resource Management</b> Good financial management, planning and monitoring, reporting</li><li><b>6. Strategy and Business Planning</b> Preparing for the future, being aware of future potential opportunities</li></ol>
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