

Role Profile

Role:	Projects Accountant
Directorate:	Finance and Corporate Services
Salary Band:	7
Post reference:	FCS103
Job Evaluation Ref & Date:	03.08.2016
Role statement of purpose:	To support the provision of accounting services for all TfGM capital projects, including the recording, analysis and reporting of capital projects and their funding streams.
Reports to:	Capital Programmes and Projects Finance Manager

	Key Role Outputs(KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Periodic reporting	<ul style="list-style-type: none"> • Perform the monthly accounting cycle for capital projects including the review of all costs, income and analysis of material variance • Ensure the Financial sections of reports are reviewed for the monthly Project Boards and other reporting forums on a timely basis. • Ensure all key variances between actual and planned expenditure and income are understood and explained to key stakeholders and as necessary agree action plans to mitigate adverse variances • Support as required to Programme, and Investment Board reports • Liaise with Districts to ensure that appropriate financial management is in place for those projects being managed / funded from either TfGM or GMCA
2.	Grants and funding	<ul style="list-style-type: none"> • Prepare and oversee the preparation of grant and funding claims prior to submission to the funding party • Monitor cumulative funding claims against approvals and forecasts by project • Collate claims across the Districts in a timely manner to ensure timely submission to the DfT, GMCA or other funding body is achieved within required timescale
3.	Compliance and support	<ul style="list-style-type: none"> • Continually improve project and capital accounting processes

		<ul style="list-style-type: none"> • Meet monthly with Programme and Project Managers to discuss and challenge key projects and any material changes to project plans • Support production of project documents (Project Initiation Documents, Project Execution Plans, Business Cases) and procurement processes • Support the management team in decision making activities
4.	Cash flow forecasting	<ul style="list-style-type: none"> • Prepare capital-based cash flow forecasts • Submit to the Capital Programmes and Projects Finance Manager for review prior to consolidation by the Financial Accountant
5.	Periodic re-forecasting	<ul style="list-style-type: none"> • Review overall project forecasts to ensure material changes are highlighted and can be planned with Finance and GMCA • Prepare capital-based re-forecasts quarterly or as required • Prepare forecasts in conjunction with the Capital Programmes and Projects Finance Manager
6.	Annual budgeting	<ul style="list-style-type: none"> • Review capital-based budgets annually or as required by the Capital Programmes and Projects Finance Manager • Co-ordinate all capital related commentaries for inclusion in reports
7.	Improved processes	<ul style="list-style-type: none"> • Pay continuous attention to all work processes and revenue and influence the development of new procedures to maximise efficiency and control at appropriate levels
8.	Implementation and control of project cost breakdown structures	<ul style="list-style-type: none"> • Liaise with and challenge and negotiate with project sponsors and project planners to maintain and update cost breakdown structures as required.
9.	Annual reporting and year end	<ul style="list-style-type: none"> • Ensure capital accruals, prepayments and provisions are in accordance with appropriate accounting standards. • Ensure analysis and componentization of all assets capitalised in the year is detailed and robustPrepare and review reconciliations, ensuring they are complete and robust
10.	Other outputs	<ul style="list-style-type: none"> • Assist with decision support and analysis of material contract procurements • Assist as required other members of the Finance team where peak workloads require
11.	Coordinated response to queries on Management Accounting issues	<ul style="list-style-type: none"> • Meet the ad hoc informational needs of Metrolink; PMS; and IS Capital Programme / Project Managers.

Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>		Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) • Bus Operator contractual management • Dignity at Work policy • Information assurance and security in line with Cabinet Office requirements; • Risk management • TfGM policies and procedures • Equality and diversity legislation • TfGM Vision & Values
C2	Any other reasonable duties as required from time to time	

Key Interdependencies	
Key Contacts	Assistant Capital Accountants and Capital Accountants Capital Programmes and Projects Finance Manager Financial Reporting and Revenue Project Manager Metrolink Finance Manager Key financial contacts within programme delivery teams
Direct reports	No direct Line Management reports
Budgetary responsibility	There is no direct budgetary responsibility; however one of the key requirements of the role is to assist programme and project managers within TfGM in monitoring and identifying project budgetary variances, and helping to mitigate such variance where appropriate.
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only	Updated	Updated	Updated	Updated	Updated
Created					
By: Rajev Bhalla	October 2018				

Person Specification

Project Accountant <i>(Knowledge, skills and experience required at selection stage)</i>	
E	Essential Experience:
E1	Proven experience of providing financial management support to a customer service focused organisation.
E2	Some proven experience of capital or revenue project financial management.
E3	Advanced analytical and spreadsheet skills, with previous experience of integrated Management Information Systems.
E4	Good ability to understand and distil issues, and communicate them simply.
E5	Ability to identify solutions to financial challenges.
E6	Ability to influence decision making, using information and analysis where appropriate.
D	Desirable experience:
D1	SAP applications knowledge and experience suitable to the role in both subject and level.
D2	Some experience of providing financial management support within either a transport or other public sector organisation.
D3	Some experience of major capital projects in a public sector environment involving government funding issues.
EQ	Essential Qualifications – Technical, Vocational or educational:
EQ1	Educated to degree level (or equivalent vocational qualification) in a relevant subject.
EQ2	CCAB professional or studying towards a (post-graduate) accounting qualification (ACA, ACCA, CIMA).
DQ	Desirable Qualifications – Technical, Vocational or educational:
DQ1	Where appropriate to the qualification, current requirements for Continuing Professional Development should have been met.
EA	Essential Attributes:
EA1	A clear understanding of TfGM's values, behaviours and organisational processes, and a demonstrable ability to make these a reality when leading others.
EA2	Demonstrable awareness of the corporate responsibilities and a clear desire to work corporately with others in order to deliver key organisational objectives, including adopting a 'no surprises' approach to keeping your line manager informed.
EA3	An appreciation of the overall financial basis of TfGM's operations, coupled with an ability to assist in the production of a realistic, robust budgets to support operational priorities. The ability to use financial and budgetary information to track progress and to report on variances.
EA4	The ability to identify obstacles to individual, team or organisational performance
EA5	A desire to support colleagues in the achievement of departmental priorities.
EA6	The ability to work with, motivate and influence others at appropriate levels, both within and outside TfGM, and to focus the team's efforts on meeting customer and/or client needs.
DA	Desirable Attributes:
DA1	Clear appreciation of the regulatory framework within which TfGM operates and a thorough understanding of the statutory, policy and contractual requirements applicable to the manager's area of operation. The ability to suggest and implement methods of monitoring compliance and to take appropriate action to manage non-compliance.
DA2	An ability to identify obstacles to individual, team performance and to suggest strategies to overcome those obstacles.

