

## **STAFF OFFICER ACCOUNTANT**

The qualifications required for the grade are to have successfully completed the final professional examinations and be a full, current member of one of the following bodies detailed below:

- Chartered Accountants Ireland;
- The Institute of Chartered Accountants in Scotland;
- The Institute of Chartered Accountants in England and Wales;
- The Chartered Institute of Management Accountants;
- The Association of Chartered Certified Accountants;
- The Chartered Institute of Public Finance and Accountancy; or
- The Institute of Certified Public Accounts in Ireland.

Agency staff with other formal accountancy qualifications considered (by the recruitment agency and accepted by the NICS Business Area) to be of an equivalent standard\*\* to those stated above will also be considered for assignment.

### **Main Duties and Responsibilities**

While the precise duties and responsibilities of individual posts will vary, all posts may involve varying degrees of the following activities:

- Analysis of financial data;
- In-year budget management and monitoring, monthly budget profiling, variance analysis and reporting;
- Production of monthly and/or quarterly management accounting information;
- Preparation of departmental or agency Annual Reports and Accounts in accordance with HM Treasury and Department of Finance guidance incorporating GAAP/IFRS;
- Dealing with internal and external auditors including the Northern Ireland Audit Office;
- Development and review of financial IT systems;
- Providing advice and guidance on the use and interpretation of financial information, accounting requirements and best practice;
- Drafting and implementation of financial policies, procedures and controls;
- Use of activity based costing and benchmarking techniques;
- Management of the financial processing function;

- Management of staff and other resources

In the case of NIAO, Delivering quality audit work across a range of audited bodies.

The above list is not exhaustive but gives an indication of some of the areas the role may involve. The emphasis on particular duties will vary over time and according to business needs. Access to a form of transport which will permit the requirements of the post to be met in full may be required.

**Eligibility Criteria:**

Temporary Work-Seekers must: -

- have successfully passed the final professional examinations and be a full current member of one of the professional bodies listed above.

**\*\*Relevant or equivalent qualifications:** give the details of the awarding body and the date awarded (the date awarded is the date on which you were admitted by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that an informed decision can be made.

Temporary Work-Seekers will be required to provide documentary evidence of their qualifications/professional membership before commencement of assignment.