

## Role Profile

Role Title	<b>Financial Accountant</b>
Role (Job) ID	NPOPS44
Directorate	Operations
Reports to	Financial Accounting Manager
Role type	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Line Manager responsibilities (Yes/No)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Level	16
Location	2 Thomas More Square, London. Reasonable travel.
Organisational Context	<p>Pay.UK is the UK's leading retail payment authority, developing best in class infrastructure, standards and payment operations for the benefit of UK citizens everywhere. Our business enables a vibrant UK economy by ensuring greater access to payments, driving competition for end user needs such as better service, lower risk and greater value from payments. Every day, people and businesses use our services to get their salaries, pay their bills and make online and mobile banking payments. To consumers our operations are ubiquitous; our services are everywhere; robust, resilient and ready to move payments from payer to payee quickly or controlled, tenanted or untenanted, according to market needs.</p> <p>We are currently unifying all of the retail payment operations and talent into a single co-ordinated organisation with a primary focus on positive outcomes for end users. From this basis we will modernise the UK's retail payments infrastructure, develop new overlay services and build a world-leading payments platform which is fit for the future. We have a once in a generation opportunity to transform payments for the benefit of people everywhere.</p> <p>Developing an organisation to achieve these goals is a fundamental step to achieving success.</p>

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	<p><u>Directorate:</u></p> <p>The Operations Directorate develops, enhances and preserves the integrity of real time and bulk payments and payment-related services, as well as the managed services. Our top priority is robust and resilient scheme operations. It ensures that a single point of coordination is provided for stakeholders. It promotes efficiency and innovation in payments and best practice amongst organisations that originate payments.</p> <p>It monitors participants' and suppliers' performance against agreed contract terms and service levels and ensures that contingency arrangements have been put in place and that the robustness of these contingency procedures is regularly tested and reviewed.</p> <p>It also contributes to the establishment of a robust, consistent and compliant onboarding and assurance framework.</p>	
Summary of Role	<p>The Financial Accountant has a broad range of responsibilities involving all aspects of the General Accounting and Financial Reporting functions and the financial services area including, treasury, credit, A/R and A/P.</p> <p>He/she also assist the Financial Accounting Manager implementing and maintaining a system of internal controls and ensuring that the financial reporting is prepared in compliance with the company's financial policies, regulatory requirements and UK GAAP.</p>	
Commitment and time period	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time	FTE (%)
	Time period:	
Internal & External Interactions	<ul style="list-style-type: none"> <li>• Pay.UK Directorates</li> <li>• External stakeholders as relevant</li> <li>• Financial auditors</li> <li>• Regulatory bodies as relevant</li> </ul>	
Accountabilities	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> <li>• Ensure accurate and appropriate accounting records are maintained to</li> </ul>	

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	<p>enable the statutory obligations of all Companies to be met.</p> <ul style="list-style-type: none"><li>• Prepare the annual budgets.</li><li>• Prepare and review monthly Management Accounts.</li><li>• Prepare ad hoc financial reports as requested by the Manager of Financial Accounting.</li><li>• Prepare annual financial statements, including liaison with the external auditors.</li><li>• Coordinate with the Company Secretary in matters relating to the filing of Financial Statements.</li><li>• Assist the tax advisors in the production of the tax computations for all companies, including reviewing the final computations.</li><li>• Ensure that all Companies adopt and comply with all relevant financial regulatory requirements.</li><li>• Prepare on line Submission of VAT returns.</li><li>• Assist the Manager of Financial Accounting in the management of cash resources.</li><li>• Monitor the companies' bank accounts.</li><li>• Review bank reconciliations.</li><li>• Review invoices and payment requests identified for payment, to ensure that they have been correctly authorised, are due for payment, and where appropriate, the bank details on the report agree to those on the invoices.</li><li>• Assist HR in the preparation of the P35 and P11Ds.</li><li>• Apply for preparation and submission of the PAYE Settlement Agreement.</li><li>• Manage payments for insurance policies.</li><li>• Review of the Payroll files from HR prior to submission to third party for accuracy and completeness.</li><li>• Maintain the Financial Controls Manual, and all other policies and guidelines owned by the Unit, to ensure that they remain up to date, meets statutory requirements, and protect both staff and the financial</li></ul>
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	<p>assets of the companies serviced by them. Monitoring of adherence to stated financial policy.</p> <ul style="list-style-type: none"><li>• Input into the company’s risk processes and procedures to ensure compliance with the Companies ISAE3402 process.</li><li>• Input into Unit’s Service Architecture and key performance metrics.</li><li>• Assisting with any other tasks as required.</li><li>• Ensure that policies and procedures are followed, and risks are identified and managed within his/her area of responsibility.</li><li>• Comply and / or ensure compliance with Pay.UK Data Protection policy, processes and all relevant legislation.</li></ul> <p>Additional Duties</p> <ul style="list-style-type: none"><li>• Demonstrating the Company’s values in all aspects of work and behaviour and encouraging staff to behave in this way through leading by example.</li><li>• Act as an ambassador for Pay.UK both internally and externally.</li><li>• Establish stakeholder relationships both internally with staff and the immediate team and also external stakeholders such as banking institutions, regulators, external auditors and accountants.</li></ul> <p>Other Obligations</p> <ul style="list-style-type: none"><li>• Data Protection<ul style="list-style-type: none"><li>○ Ensure that policies and procedures are followed.</li><li>○ Comply and / or ensure compliance with Pay.UK Data Protection policy, processes and all relevant legislation. This includes maintaining team specific retention schedules, records of data processing and ensuring that any data protection risks are identified, communicated and mitigating actions put in place.</li><li>○ Maintain effective communication on data protection compliance with</li></ul></li></ul>
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	<p>the CPO and DPO as appropriate.</p> <ul style="list-style-type: none"> <li>○ Identify section specific data protection risks, and mitigating actions, communicating these to the CPO and DPO without delay.</li> <li>○ When aware, communicate, in confidence, to the CPO and / DPO, data protection risks likely to impact the organisation as a whole.</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>● Experience as an accountant in a complex and regulated environment, preferably in financial services industry.</li> </ul>
Specific Skills	<ul style="list-style-type: none"> <li>● Strong knowledge of UK GAAP, internal controls and financial regulatory reporting requirements.</li> <li>● Highly motivated, with an enquiring mind and passion for excellence.</li> <li>● Excellent communication skills.</li> <li>● Strong IT skills, being capable with new technologies.</li> <li>● Ability to work collaboratively across departmental functions.</li> </ul>
Qualifications and Training	<ul style="list-style-type: none"> <li>● Certified accountant with experience in financial services or related industry.</li> <li>● Bachelor’s Degree in Accounting, Finance or related field.</li> <li>● Qualified accountant with a recognised professional body.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>● In alignment with Pay.UK competency framework.</li> </ul>

We have made every effort to accurately describe the role. Where possible we have given an indication of anticipated internal and external interactions, key accountabilities, knowledge, qualifications and experience we believe [the successful candidate][our colleagues] should possess. [During this interview we can also indicate, where possible, the specific skills, training and competencies we believe the successful candidate must demonstrate].

As Bacs, C&CCC, FPS and UKPA are brought together, our organisational design will continue to develop. Over time the expectations of this role may therefore change. We would expect and encourage [the successful candidate][our colleagues] to keep an open mind, exercising judgement, flexibility and a ‘can-do’ attitude wherever possible.

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Please also note that whilst TOM 2.0 is about cross skilling, and therefore role profiles are necessarily generic, we fully acknowledge that in practice the expertise of colleagues may be focussed on specific schemes or managed services. Whilst it is right that we aspire in TOM 2.0 to achieve a greater degree of cross skilling, we will be reasonable around how we achieve this, and colleagues will not necessarily be expected to become expert in every scheme and managed service.

**Confirmation**

I confirm  my understanding and  my agreement to the above job description.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**Version Control**

Document Owner	Operations Directorate			
Version number	1.4			
Governance	Draft: FPM	Review: ODL	Approve: COO	Approval Date:
Review Frequency			Next review date:	
Document reference				

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