

Assistant Financial Controls and Reporting

Employer:	East West Railway Company
Location:	London initially, then based in the Oxford-Cambridge corridor
Basis:	Permanent
Role Summary:	Unique opportunity to support the development of a nationally significant infrastructure project currently in its initial stages through developing and managing the requirements management capabilities in this new organisation.
Team dimensions:	Reporting directly to the Financial Controls and Reporting Team Leader

Would you like to be at the forefront of the changing landscape of the rail industry?

A little bit about us:

East West Rail is a proposed new rail link between Oxford, Milton Keynes, Bedford, Cambridge and potentially beyond. As part of the wider plans for this strategically important corridor, it is one of the most high profile infrastructure projects in the UK today. The new railway will improve local connectivity and serve as a catalyst for economic development and the creation of new housing, as well as significantly reducing existing journey times.

Key accountabilities:

As Assistant Financial Controls and Reporting Team Member for the East West Rail scheme you will:

- Support the management of internal and external financial reporting, ERP systems, control procedures and workflows

- Undertake corporate financial and programme accounting, and contract account management
- Support the management of EWR Co. working capital and cash to ensure business liquidity
- Coordinate performance reporting on the delivery of EWR Co.'s strategic objectives and value for money
- Assist the organisation in its compliance with Government financial reporting standards, policies and procedures
- Support the delivery of statutory accounting and management reporting including the preparation of an Annual Report
- Prepare information for the annual audit, liaising with external auditors
- Coordinate and prepare the necessary financial reporting information required by DfT Group Finance
- Assist in the management of transaction processing including but not limited to the payment of accounts payable, processing payroll, maintaining the chart of accounts, monitoring receipt of grants and other incoming funds
- Support the budget submission and on-going budget analysis, including financial performance analysis of the different business units
- Facilitate the integrity of financial statements, including rigorous balance sheet and income statement analysis
- Utilise and adhere to internal financial controls
- Facilitate the integrity and privacy of financial data
- Support the EWR Co. commitment to customer service and the customer journey
- Take responsibility of your own and others' health and safety and of those who may be affected in the day-to-day delivery of this role by adopting and working to the EWR Co. Health and Safety principles
- Co-operate with EWR Co. in all matters relating to health and safety, including following safe working procedures at all times
- Act as a role model for EWR Co.'s vision and values, behaving in ways that are in alignment with EWR Co.'s Ways of Working, encouraging and supporting others to do so
- Promote diversity in the workplace and adopt appropriate behaviour when interacting with colleagues

Team Dimensions

Given the early stage of the project, it is likely that the nature of the role may evolve as the project progresses. It is also possible that other ad-hoc activities and duties may be required.

You should apply if you have:

As Assistant Financial Controls and Reporting Team Member for the East West Rail scheme you will have at least 12 months accounting experience in a finance environment.

Your skills and experience will include:

- Recognisable experience in the management of corporate finances and accounts
- Demonstrable experience in the management of costs within budgetary constraints
- Strong analytical skills
- Experience in the preparation of financial and performance reports including an understanding of programme reporting
- Working knowledge of financial regulations, systems and procedures
- Experience of planning, budgeting and forecasting
- Strong people and team management skills with the ability to engage and manage stakeholders
- Excellent communication and presentation skills
- An appreciation for and interest in driving innovation and change in an established industry or organisation
- Experience and confidence in dealing with high levels of uncertainty and ambiguity in a constantly changing and challenging environment
- UK public sector experience is advantageous, UK rail and / or capital programme knowledge is also valued

Education and Qualifications

- Part Qualified Accountant (ACA, CIMA or equivalent)
- You will need to have the right to work in the UK.

Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: **recruitment@eastwestrail.co.uk**