**Job Title: Contract Accountant**

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| **Role Purpose (position scope)** |
| * The Contract Accountant is a key role within the Draken Europe Finance team. It has responsibility for providing decision support and financial analysis to contract managers for specific contracts, ensuring the accurate reporting of financial performance for these (including meaningful variance analysis for actual, budgeted and forecast performance).
* The role delivers monthly management accounts for each of its contracts, with a deep understanding of cost bases, overall contract costs to complete, and revenue recognition mechanisms. It ensures positive cash performance from the contracts in liaison with operational and commercial colleagues.
* One of the core deliverables of the Contract Accountant is to liaise with the contract customer, which can include the UK MOD, and for certain contracts report cost performance.
* It also provides finance support to special projects and bids as necessary.
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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Senior Finance Business Partner | None | None | - |

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| **Key Responsibilities** |
| Safety first. Operate at Draken Europe in accordance with the SHE standards. Identify where the SHE Standards are applicable to appointed operations/tasks and apply safe systems of work identified.**Financial*** Primary owner of relevant contract financial models within Draken Europe, ensuring fidelity of structure and reporting, preparation of monthly variance analysis, liaison with the contract managers to ensure their inputs into the cost to complete estimates are timely, thorough and considered
* Prepare inputs into finance reports submitted to the Senior Leadership Team and shareholder, and where required present such results
* Provide insight into cost trends and ratios, enabling the contract management and leadership teams to address areas of concern as early as possible
* Prepare annual budget/5YP for contracts and re-forecasting where required
* Provide updated cashflow information to support short term weekly cash forecast for business
* Reconcile contract balances held on the balance sheet and provide information to financial accounts team as required
* Support with external audit queries in relation to contract balances
* Where applicable, manage the MOD reporting timetable for key contracts under the Single Source Contract Regulations, and prepare all relevant cost certificates on timely basis to ensure these are reviewed and approved ahead of submission to the UK MOD in accordance with contract deadlines
* Where applicable, liaise with external MOD auditors (including CAAS) as necessary
* Provide support to the Senior Finance Business Partner where necessary with regard to other cost models
* Other ad hoc financial analysis and support to the wider Finance team as required

**People*** Collaborate and work with the wider Finance team as well as other functions and operational colleagues, to support continuous improvement processes across the business (with a particular focus on Finance) and challenge the status quo, seeking efficiencies as part of a team effort at both functional and operational levels

**General/Projects*** Consistently and openly demonstrate a commitment to the Draken Europe values, ensuring that Health and Safety remains the top priority
* Understand and act in accordance with all company policies, procedures and regulations
* Any other duties that are reasonably requested by management within the capability of the incumbent.
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| **Core Competencies** |
| * CIMA / ACCA / ACA qualified or part-qualified with demonstrable accounting experience and strong intellectual curiosity
* Commercially-minded with excellent Microsoft Excel/financial modelling and analytical skills
* Ability to work unsupervised, with the drive to understand complex, multi-faceted scenarios from a financial perspective
* Prepared to work flexibly to achieve deadlines and multi-task, re-adjusting priorities and delivering accordingly, demonstrating a strong teamwork ethic
* Strong interpersonal skills with the ability to work in cross-functional teams and to influence others at all levels of the organisation, applying healthy and vigorous challenge where appropriate
* Able to build excellent working relationships with customers and colleagues alike
* Able to present and communicate financial information to both Finance and non-Finance colleagues
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| **Key Measures** |
| * Formal sign-off of robust cost models/contract reports on a monthly basis
* Solid forecasts and budgets, demonstrable through actual performance/variance analysis
* Effective working relationships with key stakeholders, including external ones
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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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