Service Specification: Provision of interim Accountancy Capacity (CCG Year End Accounts)

**Service Summary**

The service will ensure the provision of high quality Annual Accounts and robust support through the year end process for NW London CCG reporting to the CFO. The provider will provide capacity and leadership to the Financial Accounting Team, providing expert technical year end support and advice to CCG finance staff and ensure delivery of CCG requirements for financial reporting and financial control to support the Annual Accounts. The provider will work closely with CCG colleagues ensuring that reporting deadlines are achieved and that robust financial control is maintained at all times. The provider will also lead the relationships with external audit and provide input into the NW London Audit Committee.

The Provider will work a minimum of 75 days over the 10 month period and will plan and prepare for the year end audit between Sept-March and lead on the Interim Audit in February.

The provider will ensure the annual accounts and annual report are submitted on time in April and lead on the external audit in May.

The provider will collate and feedback any lessons learned and start preparing for the 22/23 accounts in June.

**Key Criteria**

The provider will be expected to meet the criteria below:

* To have detailed knowledge and recent experience of producing annual accounts for a CCG
* Able to advise on and have experience of leading the delivery of the production of the annual accounts without supervision, ensuring deadlines for submission are met according to national timetables
* Experience of overseeing the production of, and the finance input to, the Annual Governance Statements and the Annual Reports to the agreed format and deadlines, liaising with Communications and other internal teams as relevant.
* Experience of producing the remuneration table and fair pay disclosures, and pension disclosures
* To be able to provide advice as per the DH Group Accounting Manual, alerting the team to any relevant amendments.
* 5+ years’ experience of managing a financial accounts team
* Experience of producing audit committee slides to present the year end accounts
* Experience of producing a detailed year end timetable and summary timetable
* Experience of communicating with key stakeholders including CFO, Deputy CFO, Head of Communications, Head of Governance