**Job Title: Bid Accountant**

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| **Role Purpose (position scope)** |
| * The Bid Accountant provides financial modelling support across a variety of bids and other business opportunities. * This role is instrumental in ensuring that financial models for bids are constructed in a robust and coherent manner and can produce outputs across multiple scenarios. The opportunities for Draken are across a variety of markets and geographical territories and therefore the role requires an adaptable approach to modelling contract costs and financial out-turn, rather than a ‘one size fits all’ philosophy. International travel will be required for this role. * In producing the cost models, this role requires close liaison with bid managers and most if not all functional/operational areas and will also interface directly with senior management including Vice President Sales and Business Development, Vice President Programmes and Vice President Commercial and Contracts. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| VP Finance (TBC) | None | None | - |

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| **Key Responsibilities** | |
| **Financial**   * Preparation of financial models for major bids, including those with significant financing arrangements, as part of delivery of a robust set of bid and pricing models capable of review by senior management * Construction and ongoing maintenance of bid models suitable for new opportunities, capable of use across multiple bids of a similar nature * Liaison with the wider business to gather input into costs, including ensuring costs have an appropriate basis of estimation, the correct phasing (both accounting and cash basis) and potential risks/opportunities * Support wider business with financial inputs, providing a business partnering service to support with cost estimation, as well as applying a vigorous and healthy challenge to ensure costs are required and complete * Ensure appropriate allocation of central overheads in the financial models * Ensure all relevant financial accounting standards are taken into account, including those known to be coming into effect during the contract period * Assisting with researching the taxation and corporate frameworks for international bids to ensure the costs of doing business overseas is fully understood and built into the financial models * Prepare summary analysis of proposed customer pricing, including contribution to company reported results and cash flows * Model multiple scenarios as required by the wider bidding review team * Maintain clear version control of modelling and multiple scenarios * Support wider bid team and commercial team in fulfilling customer requirements for cost audits, including where applicable Single Source Contract Regulations, which includes direct contact with external auditors (for example MOD auditors) * Monitoring and forecasting of bid cost expenditure, including reporting to bid managers * Provide support to contract accountant once contract has been secured and commenced to ensure a seamless transition between bidding and active contracts, sharing relevant information to ensure success of contract accountant in delivering BAU reporting for contract | |
| Key Responsibilities (continued) | |
| * Support with external audit queries where applicable * Other ad hoc financial analysis and support to the wider Finance team as required   **General**   * 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 | |

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| **Qualification, Experience and Core Competencies** |
| * Qualified Accountant (ACA, ACCA, CIMA, CPA or equivalent) with demonstrable accounting experience and strong intellectual curiosity * Experience of Government contract pricing frameworks and requirements is desirable but not essential * 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 * Strong interpersonal skills with the ability the confidence and communications skills 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 present and communicate financial information to both Finance and non-Finance colleagues * Sound technical skills and an ability to work both at a detailed level and higher review level * Strong commercial bias * Experience in a deadline driven environment where quality must be maintained |

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| **Key Measures** |
| * Timeliness and integrity of financial models and supporting assumptions as part of overall bid delivery * Effective working relationships with key stakeholders * Sound relationship with Project/contract team * Accurate reporting of financial performance * Successful bid support/investment decision support * Reporting clear and timely information |

Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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