

## Accounting Officer Appointment Letter *Trading Fund Template*

[Appointee]  
[Title]  
[Department / Agency]  
[Address]  
[email address]

xx Month xxxx

### **(Interim) Accounting Officer for the [Trading Fund]**

Your appointment as **(Acting) Chief Executive** carries with it the responsibility of **(Interim)** accounting officer for the **[Trading Fund]**. I am therefore appointing you as **(interim)** Accounting Officer, with effect from **[Day, Month, Year]** for the **[name of trading fund]** accounts. This appointment is in accordance with Section 4(6) of the [Government Trading Funds Act 1973](#).

Section 4(6)(a) of the Act also applies, requiring that while you hold the appointment of **(Interim)** accounting officer, you will be responsible for the preparation of the **[name of trading fund]** accounts, in accordance with the accounts direction issued by the Treasury, as well as their transmission to the Comptroller and Auditor General.

You will be required to provide a governance statement as part of the **[name of trading fund's]** annual report and accounts. The statement should give assurances about performance and insight on the **[name of trading fund's]** risk profile, the responses to the identified and emerging risks and how any risks have been successfully tackled.

As an accounting officer, you must be able to assure Parliament and the public of high standards of probity in the management of public funds and assets. This will include the **[name of trading fund's]** governance statement; your organisation's governance, decision-making and financial management assurances when considering, promoting and safeguarding regularity, propriety, affordability, feasibility, sustainability, risk, and value for money across the whole of the public sector and not just your organisation; and accounting accurately and transparently for your organisation's financial position and transactions

[Managing Public Money](#) sets out the principles and high standards expected for handling public resources and Chapter 3 focuses on the main responsibilities of an accounting officer. As part of these responsibilities, the Committee of Public Accounts may invite you to attend as a witness at its evidence sessions. Appearing as a witness before the Committee is not optional. It is only with specific agreement of the Chair of the Committee that an accounting officer may defer their attendance or send a substitute.

It is important that you appreciate that if you do not meet the standards required of accounting officers, your accounting officer designation can be withdrawn.

You should also look at the guidance on the accountability framework for public spending available on gov.uk at: <https://www.gov.uk/government/publications/public-spending-the-accountability-framework>. This guidance contains links to the following Treasury issued handbooks:

- the accounting officer's survival guide, which draws out the main accounting officer's responsibilities;
- guidance on accounting officer assessments, which are recommended for assessing significant or complicated policy initiatives; and
- Parliamentary scrutiny of public spending, which provides practical guidance on engagement with the Committee of Public Accounts and the National Audit office.

The Leadership College for Government provides a full training package for newly appointed accounting officers, namely, the *Accounting Officer's Responsibilities Roundtable* which is held in the Treasury (or virtually, if appropriate) and covers the concepts of regularity, propriety, value for money and feasibility as they affect public service delivery. I recommend that you contact the Leadership College for Government to arrange this training: [leadershipcollege@cabinetoffice.gov.uk](mailto:leadershipcollege@cabinetoffice.gov.uk)

If you think the Treasury Officer of Accounts team in the Treasury might be able to help you further in your accounting officer capacity by providing advice, please do not hesitate to get in touch.

Finally, may I take this opportunity to wish you well in your new appointment as an accounting officer.

I am copying this letter to the Comptroller and Auditor General, the Clerk of the Committee of Public Accounts, the Treasury Officer of Accounts and the Leadership College for Government.

James Bowler  
Permanent Secretary