

Job Description

Department:	Corporate Resources
Division/Section:	Finance
Job Title:	Senior Accountant
Post No:	
Grade:	Grade 11
Reports to:	Various (see structure chart)
Direct Reports:	Various (see structure chart)
Structure Chart:	<p>A senior accountant can be placed within the Corporate Finance Team, reporting to either the Financial Planning & Control Manager or the Chief Accountant or in the Financial Management Team reporting to a Principal Accountant / Senior Business Partner, – therefore this job description will cover all areas.</p> <p>Our Senior Accountants should demonstrate leadership skills as well as practical mathematical and accounting knowledge and need to have accounting qualifications. They need to have a strong eye for detail and the confidence to deal with senior management, colleagues and other stakeholders.</p> <pre> graph TD SD[Service Director- Corporate Finance & Ds151] --> FPCM[Financial Planning & Control Manager- Grade 14] SD --> CA[Chief Accountant- grade Hay 7] SD --> PFM[Project Finance Manager- grade 14] FPCM --> SA1[Senior Accountant grade 11] FPCM --> QPMO[Quality & Performance Monitoring Officer (part time) x 2 grade 8] FPCM --> TA[Trainee Accountant- Gade 8] CA --> SBP[Senior Business Partner- grade 13] CA --> SA3[Senior Accountant x 3- grade 11] CA --> AA[Accountancy Assistant grade 7] CA --> FRO[Finance & Resources Officer grade 8] </pre>

	<pre> graph TD SD[Service Director - Financial Management & Ds151] --- TA[Trainee Accountant - Grade 7] SD --- H1[Head of Finance- Place & Economy Hay 7] SD --- H2[Head of Finance- Corporate Services Hay 7] SD --- H3[Head of Finance- Adults & Public Health Hay 7] SD --- H4[Head of Finance- Childrens & Education Hay 7] H1 --- SBP1[Senior Business Partner- grade 13] H2 --- SBP2[Senior Business Partner- grade 13] H3 --- SBP3[Senior Business Partner- grade 13] H4 --- SBP4[Senior Business Partner- grade 13- Childrens Social Care] H4 --- SBP5[Senior Business Partner- grade 13 (schools & Education)] SBP1 --- SA1[Senior Accountant x 3- grade 11] SBP2 --- SA2[Senior Accountant x 2- grade 11] SBP3 --- SA3[Senior Accountant x 2- grade 11] SBP4 --- SA4[Senior Accountant - grade 11] SA1 --- AA1[Accountancy Assistant- grade 7] SA2 --- FSO1[Finance Support Officer- grade 8] SA3 --- FRO1[Finance and Resources Officer- Grade 8] SA4 --- AA2[Accountancy Assistant (50 % transport)- grade 7] SBP5 --- AA3[Accountancy Assistant- grade 7] </pre>
Job Purpose	To provide financial management, keep financial records up to date and ensure accurate application of council policies, compile financial reports, provide analysis and expert financial advice or accounting recommendations to officers and members of the council. Lead by example to ensure the financial security of the council and to enable effective decision making within the organisation in accordance with the Council's Constitutional framework.

Main Duties and Responsibilities:

Corporate Finance

1. Prepare and undertake the completion of activities associated with the council's financial cycle and council constitution in accordance with deadlines within the Corporate Finance team as specified by the relevant Manager.
2. Provision of effective, timely and accurate professional financial advice, reports and information to finance and non finance personnel within the specified areas or external organisations and people as appropriate.
3. Complete accurately in year accounting and completion of final accounts within the Corporate Finance team within specific deadlines, for both revenue and capital.
4. Aid in the completion of statutory final accounts on behalf of the Council and relevant Council companies
5. Acquisition of data for the Council's Medium Term Financial Plan including material effects on future spend levels and forecasts of external grant support and assess value for money implications.
6. Maintaining and reconciling balance sheet and general ledger accounts
7. Assist the Financial Planning and Control Manager in devising and producing governance control documents and procedures and other technical support
8. Implementation of regular self-assessment programmes in line with corporate guidance and reporting cycles, including any national reporting returns.
9. Develop effective audit trails, systems and documentation for all performance and internal control related information
10. Promptly bring to the attention of the relevant finance manager any potential commitment, which is likely to exceed the funding in any plan or budget.
11. Continuously develop and adapt the department to fulfil the changing requirements of corporate policy, government agencies, accounting codes of practice and changes in legislation

Financial Management

12. Prepare and undertake the completion of activities associated with the council's financial cycle and council constitution in accordance with deadlines within the team as specified by the Principal Accountant or Service Director.

13. Supporting service areas with financial analyses and reports, revenue projections and budgets.
14. Provide effective, timely and accurate professional financial advice, reports and information to both financially and non-financially skilled personnel within the specified areas or external organisations and people as appropriate.
15. Manage work priorities and conflicting deadlines to ensure that the financial cycle is not compromised and financial integrity is maintained in accordance with legislation and current accountancy and audit practice.
16. Promptly bring to the attention of the relevant Principal Accountant, Head of Finance or Service Director any potential commitment, which is likely to exceed the funding in any plan or budget or financial irregularity.
17. Continuously develop and adapt the service area to fulfil the changing requirements of corporate policy, government agencies, accounting codes of practice and changes in legislation.
18. Undertake work on ad-hoc or special projects at the request of the relevant Principal Accountant, Head of Finance or Service Director

General

19. Attend meetings, working parties etc. representing the service area as directed by the relevant Manager
 20. Contribute towards any corporate methods of improving efficiency
- Such other duties as may be required by your relevant manager

<p>Generic Responsibilities:</p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
<p>Flexibility Clause:</p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
<p>Variation Clause:</p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
<p>DATE:</p>	<p>01-05-2023</p>	<p>COMPLETED BY:</p>	<p>Service Director – Corporate Finance and Service Director – Financial Management.</p>