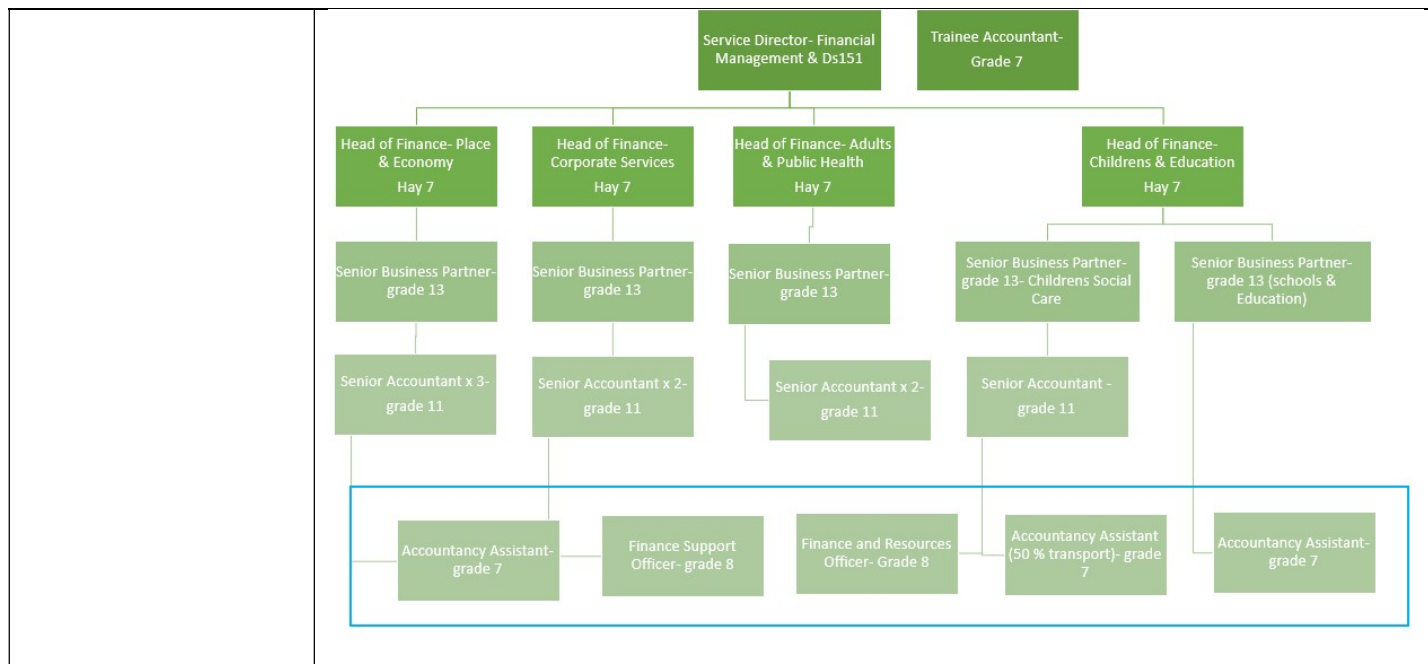


## Job Description

|                          |  |
|--------------------------|--|
| <b>Department:</b>       | Corporate Services   |
| <b>Division/Section:</b> | Finance  |
| <b>Job Title:</b>        | Senior Accountant  |
| <b>Post No:</b>          |  |
| <b>Grade:</b>            | Grade 11   |
| <b>Reports to:</b>       | Various (see structure chart)  |
| <b>Direct Reports:</b>   | Various (see structure chart)  |
| <b>Structure Chart:</b>  | <p>A senior accountant can be placed within the Corporate Finance Team, reporting to either the Financial Planning &amp; Control Manager or the Chief Accountant or in the Financial Management Team reporting to a Senior Finance Business Partner / 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 &amp; Ds151] --&gt; FPCM[Financial Planning &amp; Control Manager- Grade 14]     SD --&gt; CA[Chief Accountant- grade Hay 7]     SD --&gt; PFM[Project Finance Manager- grade 14]     FPCM --&gt; SA11[Senior Accountant grade 11]     FPCM --&gt; QPMO[Quality &amp; Performance Monitoring Officer (part time) x 2 grade 8]     FPCM --&gt; TA[Trainee Accountant- Gade 8]     CA --&gt; SBP[Senior Business Partner- grade 13]     CA --&gt; SA3[Senior Accountant x 3- grade 11]     CA --&gt; AA[Accountancy Assistant grade 7]     CA --&gt; FRO[Finance &amp; Resources Officer grade 8]     </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 Senior Finance Business Partner 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 Senior Finance Business Partner, 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 Senior Finance Business Partner, 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

|                                  |  |
|----------------------------------|--|
| <b>Generic Responsibilities:</b> | <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 &amp; 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>   |
| <b>Flexibility Clause:</b>       | <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>  |
| <b>Variation Clause:</b>         | <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> |

**DATE:**

01-05-2023

**COMPLETED BY:**

Service Director – Corporate Finance and  
Service Director – Financial Management.

# Person Specification

**JOB TITLE:** Senior Accountant

**POST NO:**

**SCALE:**

**DIRECTORATE:** Corporate Services

**DIVISION:** Corporate Finance or Financial Management

**DIRECTOR:** Executive Director Corporate Resources

**DATE:** 1 May 2023

**COMPLETED BY:** Service Director – Corporate Finance & Service Director Financial Management

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]

| ATTRIBUTES                    | ESSENTIAL CRITERIA  | DESIRABLE CRITERIA   |
|-------------------------------|---|--|
| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>Knowledge of legislation and government policies (A,I)</li> <li>Knowledge of best practice in financial control and management. (I)</li> <li>Knowledge of VAT within local government.</li> </ul>  | <ul style="list-style-type: none"> <li>Practical knowledge of local government issues including Best Value / Partnership working (I)</li> <li>Knowledge of general taxation regime and implications to Local Government</li> </ul>   |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>Excellent communication skills, both verbal and written, (A,I,P)</li> <li>Excellent supervisory and inter personal skills with the ability to build good working relationships (I)</li> <li>Advanced spreadsheet knowledge and skills (A)</li> <li>Strong financial analysis skills using large and complex datasets</li> <li>Ability to present complex reports / views / arguments clearly and logically. (P,I,W)</li> <li>Able to work on own initiative and as part of a team (I)</li> <li>Good use of all Microsoft office applications including sharepoint and office 365.Ability to challenge and recognise budgetary pressures and control issues</li> <li>Able to devise and implement innovative solutions for use by financially and non-financially skilled personnel.</li> <li>Detail orientate, highly organised and able to work with little or no supervision at times and perform under pressure.</li> </ul> | <ul style="list-style-type: none"> <li>Skilled in many aspects of local government finance including presentation of accounts, accounting concepts, accounting policies, application of financial legislation and best value accounting (A,P,I)</li> <li>Knowledge of project management techniques</li> </ul> |
| <b>EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>Completion of government returns (A,I)</li> </ul>  | <ul style="list-style-type: none"> <li>Assisted in the implementation of strategic development (I)</li> </ul>  |

|                       |   |  |
|-----------------------|---|--|
|                       | <ul style="list-style-type: none"> <li>• Deliver sound financial advice to budget managers, finance managers, and members</li> <li>• Assist in budget preparation and financial monitoring of revenue and / or capital budgets (A,I)</li> <li>• Assists in the preparation of statistical and financial information (A,I)</li> <li>• Acting in a supervisory position (A)</li> <li>• Delivering outcomes under pressure and within deadlines (I)</li> </ul> | <ul style="list-style-type: none"> <li>• Been part of the management of change within an organisation. (I)</li> <li>• Local government finance experience (A)</li> </ul> |
| <b>QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• Qualified AAT or part qualified CCAB accountant (A)</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of continuous professional development</li> </ul>  |
| <b>EQUALITY</b>       | <ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A &amp; I)</li> </ul>   |  |
| <b>CUSTOMER CARE</b>  | <ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care (A &amp; I)</li> </ul>  |  |