

Job Description

Department:	Corporate Services
Division/Section:	Finance
Job Title:	Financial Accounting Manager
Post No:	10582
Grade:	Grade 14
Reports to:	Head of Corporate Finance
Direct Reports:	3
Structure Chart:	<p>Head of Corporate Finance</p> <p>Financial Accounting Manager</p> <p>Senior Finance Business Partner & Senior Accountant x 2</p>
Budget	Accurately manage all Council finances and implement control procedures to safeguard financial integrity.

Job Purpose:	<p>To ensure the provision of accurate and timely financial reporting, specifically with regards to the production of the Council's Statement of Accounts and to provide financial accounting advice across the Council to ensure compliance with financial reporting standards and CIPFA guidance.</p> <p>To ensure that control procedures are in place to protect financial integrity of the Council</p>
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Main Duties and Responsibilities:

This post provides technical accounting advice, interpretation and insight to the Executive Director of Corporate Services (S151 Officer), the wider finance team and Members. The role is accountable for delivering high-quality technical guidance on financial accounting standards and regulations, producing the annual Statement of Accounts and statutory returns, overseeing Capital Accounting and managing the external audit process. The key duties and responsibilities are listed below:

1. Lead the co-ordination and timely completion of the council's final accounts ensuring compliance with statutory deadlines and relevant codes of practice.
2. Effectively manage the relationship with external auditors and other financial or professional advisors.
3. Drive continuous improvement in practises and processes, maximising use of the financial system and digital tools.
4. Ensure audit evidence is provided promptly, accurately and complete to aid efficient audits within agreed cost
5. Oversee the completion and review of all balance sheet reconciliations in line with the agreed

<p>schedule. Ensure prompt investigation and resolution of variances and that reconciliations support robust working papers and notes to the statement of accounts.</p> <ol style="list-style-type: none"> 6. Lead on collection fund accounting for the statement of accounts. This includes working closely with the Financial Management team on in year monitoring, forecasting and communication with the relevant preceptors. 7. Lead on fixed asset accounting, maintaining the fixed asset register, monitoring and reviewing the appropriateness of capitalisation, accounting for asset additions, reclassifications, disposals, valuations and associated reconciliations. 8. Co-ordinate the completion of statutory and statistical returns in accordance with statutory and recommended deadlines. 9. Monitor and interpret changes in Government regulations and national accountancy guidelines to ensure that systems in place are adequate to meet the requirements. Recommend and implement necessary changes to ensure ongoing compliance. 10. Maintain robust internal controls and assurance processes to support sound financial governance, reporting, performance, and planning, ensuring the integrity of the Council's financial accounting systems and controls. 11. Develop and enhance the financial control function to reflect legislative changes, national initiatives, and evolving service needs, including regular updates to the Council's financial regulations. 12. Set clear expectations and responsibilities for staff in service areas, fostering a culture of accountability, teamwork, and continuous improvement. Provide training and innovative financial advice as needed. 13. Advise the Head of Corporate Finance on the financial accounting implications of council decisions and assess the merits of different options available. 14. Support the Head of Corporate Finance by co-ordinating corporate reports for Cabinet and Council particularly those related to balance sheet items. 15. Deliver accurate and timely financial information in line with best practices, Council financial regulations, audit requirements and CIPFA standards. 16. Undertake work on ad-hoc or special projects at the request of the Head of Corporate Finance. 17. Represent the finance services at internal and external meetings as required. 18. Continuously adapt and improve the finance service to meet evolving corporate needs, government policies, accounting codes of practice, changing legislation and identify and implement opportunities to improve efficiency. 19. Provide expert advice on the introduction of new systems and documentation to strengthen internal controls. 20. Lead, manage, develop, the work of the Financial Accounting team to ensure delivery of a high quality, efficient and customer-focused service. 	
Generic Responsibilities:	<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>
Flexibility Clause:	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.
Variation Clause:	<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: 05-06-2025 **COMPLETED BY:** Service Director – Financial Management.

Person Specification

JOB TITLE: Financial Accounting Manager

GRADE: 14

HOURS 37

DIVISION: Strategic Finance

DATE: 5 June 2025

POST NO: TBC

DEPARTMENT: Corporate Services

DIRECTOR: Executive Director of
Corporate Services

COMPLETED BY: Service Director Financial
Management

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	A fully qualified accountant and member of a CCAB body with demonstrable continuous professional development (A). Comprehensive understanding of relevant legislation and financial reporting standards such as International Financial Reporting Standards (IFRS) and CIPFA Code of Practice. (A/ I).	A thorough understanding of the role of the section 151 officer in local government (A/I).
SKILLS & ABILITIES	Strong analytical and problem-solving skills, with the ability to interpret complex financial data and provide actionable insight supported by a proven track record of effective decision-making and delivery of objectives (A/I). Excellent communication and interpersonal skills with the ability to build effective working relationships with internal and external stakeholders. (I/P). Highly developed report writing and presentation skills with the ability to engage a wide range of audiences in a manner that inspires respect, trust and confidence (A/I/P). Able to work on own initiative, as well as in and multi-disciplinary teams across organisations and partners (A / I / W). Demonstrated ability to develop clear, strategic work plans that align with team goals and organisational priorities (A/I) . Proven leadership skills in motivating and guiding team members, fostering a collaborative environment, and actively supporting the growth and development of individuals to strengthen overall team performance. (A / I) Desire to act corporately and collaboratively, self-motivated, committed, enthusiastic who is not easily discouraged and can identify and overcome barriers to success. (I / P)	Demonstrated performance management skills with a history of establishing a performance-focused, problem-solving culture (A/I). Able to quickly understand the organisation and its culture and hit the ground running and (A/I).

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<p>Outcome-focused and decisive, with a strong ability to evaluate risks and benefits across multiple courses of action to support sound, strategic decision-making (A / I)</p> <p>Highly developed MS excel skills with evidence of innovation in improving systems and processes for efficiency and effectiveness (A / I)</p>	
EXPERIENCE	<p>Demonstrable experience in financial accounting, planning and control methods within a large and complex organisation (A / I).</p> <p>A proven track record of providing accurate, reliable, practical, clear and effective financial advice to decision-makers, either within a local authority (A/I).</p> <p>Practical experience in maximising the use of technology to achieve outcomes (A/I).</p> <p>Practical experience of maximising the use of technology to achieve outcomes (A / I)</p> <p>Experience with the legislative and regulatory regimes governing local government finance (A/I).</p>	Experience of having supported and championed change within an organisation (A / I)
QUALIFICATIONS	A qualified CCAB accountant with a personal record of Continuing Professional Development (A)	
PERSONAL CIRCUMSTANCES	<p>Robust and resilient, demonstrating emotional intelligence and self-awareness (A / I / P)</p> <p>Adaptable and flexible and be able to attend evening meetings to present Statement of Accounts and related reports to Members(A / I / P)</p>	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

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