**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Accountant  |
| **Job Reference** | 16495 |
| **Grade and Salary** | 5 - £32,076 per annum (pro rata if part time)This role includes performance related pay progression |
| **Service and Team** | Finance, Corporate Finance  |
| **Location** | Endeavour House, 8 Russell Road, Ipswich, IP1 2BX – Hybrid |
| **Hours per week** | 37 |
| **Status** | **Permanent x 2 posts** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

* To provide support to the finance service, budget managers and business support teams on a variety of financial processes and administrative issues so that compliance with financial regulations and best practice are adhered to
* To provide timely and business focussed financial advice and challenge to the organisation and other key stakeholders on a variety of financial processes and issues

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| **About the team**  |

The Financial Management Teams provide key support to directorates to ensure they can deliver their financial responsibilities. This includes advising them on completing financial tasks associated with good financial management, such as budget monitoring and forecasting.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

* Support the services in dealing with the unprecedented financial challenges faced over the next few years
* Support effective budget management through accurate inputting and/or analysis of data to enable decisions to be made that are based on reliable information and optimise the use of resources
* Ensuring financial control is maintained across the council through supporting the streamlining of financial management processes across the finance team and the council, identifying opportunities for efficiencies and process improvement.
* To input, manipulate and interpret financial data and provide information to support their teams work
* To support any project as agreed by your line manager
* To contribute to the development and maintenance of financial systems and processes
* To complete reconciliations to provide assurance of the accuracy and completeness of financial data
* To ensure data integrity is maintained in all financial records. This will include providing advice and guidance to other areas of the council and key stakeholders as appropriate on the use of financial systems and reports and queries.
* To support your line manager
* The postholder will receive advice and guidance from more senior members of the team but is expected to monitor their own workload and undertake some prioritisation of tasks and be able to work independently on routine tasks and follow guidelines and procedures
* They should be able to resolve routine queries and issues, only seeking advice from more senior members of the team as required
* To assist in annual tasks and monthly monitoring activities as required
* To work across other areas of Finance as the need arises where skills are transferable

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. AAT qualified or working towards CCAB (e.g. CIPFA, CIMA, ACCA) or evidence of equivalent knowledge and skills
2. Evidence of continued professional development

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [**WE ASPIRE**](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/)Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Demonstrable finance experience relevant for the post
2. Broad understanding of local government operations and accounting practice
3. Sound knowledge and in-depth practical understanding of processes and knowledge related to the Finance discipline
4. Evidence of good verbal and written communication skills required to convey varied and/or complex information to a range of audiences
5. Proven ability to understand and interpret financial policies, procedures and legislation and to clearly convey key information to a non-technical audience.
6. High levels of literacy, numeracy and IT skills
7. Proven ability to maintain accurate records, interpret and reconcile financial information from multiple sources and systems and manipulate data to generate reporting information
8. Ability to provide comprehensive advice and guidance on financial issues
9. Proven ability to anticipate the need for change in response to customer expectations or legislative changes
10. Proven ability to identify and evaluate key benefits and implement solutions to add value to the services provided by the Council and its partners
11. Proven ability to contribute to several projects simultaneously within challenging timescales
12. Evidence of collaborative working to achieve agreed outcomes
13. Self-motivated and demonstrates a positive attitude, commitment and enthusiasm
14. Proven ability to identify and solve problems with limited management guidance
15. Proven ability to plan and prioritise work to achieve deadlines
16. Proven ability to communicate with people at a variety of levels in a clear tactful manner including the ability to resolve conflict effectively.
17. Ability to lead others as appropriate in objectively reviewing working practices and procedures in order to make improvements and efficiencies
18. Actively build and maintain a network of contacts in key positions
19. Proven ability to use influencing and negotiating skills to implement solutions and to confidently interact with senior officers and internal and external stakeholders
20. Actively embraces change
21. Ability to remain calm under pressure and meet deadlines

**Additional requirements**

1. Good knowledge of Health & Safety requirements
2. Ability and willingness to work flexible hours to deliver required outputs

**It would also be desirable to have**

1. Experience of working in a large & complex organisation
2. Good understanding of local government operations and accounting practice and the need to be politically aware in a local government environment
3. Evidence of making a contribution to the development of efficient and effective financial strategy
4. Experience of line management of staff where this is required in the role

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

**Infrequent Travel** - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.