



JOB DESCRIPTION

POST: Senior Financial Accountant

DEPARTMENT: Finance

REPORTING TO: Head of Finance

RESPONSIBLE FOR: Financial Accountant (Companies), Financial Accountant (Collection Fund) and Reconciliations Manager

GRADE: 7

MAIN JOB PURPOSE:

- a) Delivery of financial regulatory and statutory returns for the Councils including but not limited to Statement of Accounts, Government returns and VAT returns
- b) To lead on the financial control of both Councils ensuring reconciliations are completed in a timely manner and Financial Regulations and Standing Orders are complied with. Work collaboratively with the Procurement and Commissioning Team to ensure these policies and procedures are complied with
- c) To lead on the submission of the VAT returns, reviewing transactions, completing the annual adjustment and ensuring VAT is accounted for correctly for both Councils. Liaise with advisors ensuring that agreements with HMRC are fit for purpose and suggesting new arrangements for VAT treatment in line with guidance
- d) Lead on the Treasury function providing information for the annual Treasury, Capital and Investment Strategies and reports. Feed into the Treasury policy for the Councils and manage corporate bank accounts, investments and cash flow for both Councils. Provide the capital financing requirement for the capital programme and capital ambitions to feed into the budgets and forecasts providing recommendations for funding
- e) Management of the existing Fixed Asset Register and implement a new fixed asset register ensuring compliance with relevant accounting standards and codes of practice
- f) Provide expert financial advice for management of the Councils companies and development programme reviewing financial appraisals, cash flows and making recommendations to the service managers. Meet monthly with project managers to review cash flows and feed these into the Councils cash flow model and to make recommendations to the Head of Finance and S151 Officer

- g) Be a trusted advisor who communicates and persuades effectively. Adds value, challenges, negotiates and influences budget holders and Directors to increase understanding of the financial implications of their operational and strategic decisions. Acts as a key stakeholder in decision making by providing risk-adjusted financial information and analysis
- h) Be informed of legislative changes to the CIPFA code, Prudential Code 2021, Treasury Management Code and MHCLG guidance to ensure the Council is compliant
- i) Ensure relevant procedures and policies are kept up to date
- j) Interpret information, problems and situations and give technical advice and support to internal customers and the Head of Finance as required
- k) Maintain and develop own specialist knowledge and skills

DUTIES AND RESPONSIBILITIES:

- a) Provide general and specialist technical support on a range of activities to the Finance Team and colleagues across the organisation
- b) Lead on the production of the Statement of Accounts in accordance with applicable accounting standards and within the statutory deadlines. Including the preparation of the timetable and the management of key milestones to deliver the accounts on time. Liaise with internal and external audit as required providing responses to queries and providing recommendations, ensuring timely completion and management reporting.
- c) Researching and maintaining up to date technical accounting knowledge and to provide relevant guidance / updates to management and members as required.
- d) Develop, review and improve strategies, policies and/or procedures that reflect changing external and internal requirements and regulations and the changing funding and welfare reforms.
- e) Managing the fixed asset register, including additions, disposals, valuations, depreciation and making recommendations for changes in accounting policy to senior management
- f) Support the Head of Finance in writing and reporting on the Treasury, Capital and Investment Strategies for both councils. Lead on the treasury activities including maintenance of the Money Market Funds (MMFs), pooled investments, banking and borrowings of the Councils. Ensure that interest payments are made on time and investment returns are maximised. Maintain and manage the cash flow of the Councils, ensuring forecasts and budgets are reflected in the cash flow model and performance reported to the relevant committees and Senior Leadership Team
- g) Preparation and submission of key statutory and regulatory deadlines including but not limited to:
 - a. Revenue outturn report

- b. Office for National Statistics quarterly acquisitions and disposal return
 - c. Quarterly Revenue Update
 - d. Annual PWLB Lending
 - e. Capital Payments & Receipts
 - f. Capital outturn return
- h) Lead on the Councils VAT returns ensuring that submissions are completed monthly and accounted for correctly. Work with the Financial Control team to review VAT coding and provide training to the relevant service areas across the Councils. Work with advisors to ensure that the Councils VAT recovery is maximised, and recovery methods are appropriate
- i) Provide expert financial advice across the organisation, implementing a review process for business cases and appraisals for new developments and capital projects. Review and preparation of monthly cash flows forecast including Capital profiling and borrowing requirements and recommendations
- j) Work with the Systems team to manage the financial ledgers ensuring coding is appropriate hierarchies are maintained and reporting can be enabled from the finance system. This includes enabling self service for colleagues who need to manage budgets, review actuals and submit forecasts
- k) Day to day management of the team including appraisals, personal development, and supporting the Head of Finance to ensure the Team is fit for purpose and adequately skilled to carry out their duties.

Additional information

- a) Does this job require a DBS check? **No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Fully qualified CCAB accountant (ACCA, CIMA, ICAEW, CIPFA etc.)	A
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
<ul style="list-style-type: none"> a) Delivery of Statement of Accounts to tight deadlines and liaising with external auditors to provide explanations and resolve queries b) Preparation and submission of VAT returns including calculation of partial exemption and annual adjustment c) Good understanding of the finance and accounting environment with experience of corporate financial management d) Experience of working within a financial environment, supporting service teams within public sector or similar disciplines e) Experience of reviewing business cases and financial appraisals providing expert advice and recommendations 	<ul style="list-style-type: none"> A/I A/I A/I A I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
<ul style="list-style-type: none"> a) Self-motivated. Ability to prioritise and project manage effectively. b) Strong managerial skills being able to lead and motivate the team encouraging development to deliver deadlines in a timely manner c) Be able to convey complex financial information to non-finance users including colleagues and Councillors d) Lateral thinking approach to problem solving e) Strong IT skills, specifically in Microsoft Office, Finance systems and report writing f) Flexible and adaptable. Highly co-operative. Has confidence to try new things / ways of working g) Analytical skills with an ability to provide advice and information on a range of issues h) Team player and ability to work effectively with others 	<ul style="list-style-type: none"> A/I A/I A/I A/I A/I A/I A/I A/I

<p>i) Prepared to pick up work outside of own specialism or what is comfortable to help in emergencies or provide backfill for others</p> <p>j) Develops new skills as necessary to provide a flexible resource to meet changing needs, strategic priorities and to meet the career graded progression indicators</p>	
<p>BEHAVIOURS Behaviours will be tested at interview against the Council's values (further detail below)</p>	
<p>Empowering, valuing and developing our people</p> <p>Valuing our customers</p> <p>Being open and honest</p> <p>Taking ownership</p> <p>Being ambitious</p>	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
<p>EQUALITY AND DIVERSITY</p>	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>



Our Values
...we believe in

MINDFUL EMPLOYER

disability confident EMPLOYER

DYING TO WORK

<p>OUR CUSTOMERS</p> <p>We empower, value and develop our people to work together as one dynamic and efficient team.</p>	<p>BEING AMBITIOUS</p> <p>We care about delivering high quality, customer-focused outcomes with our communities and partners.</p>	<p>TAKING OWNERSHIP</p> <p>We are open, transparent and truthful.</p>	<p>BEING OPEN and HONEST</p> <p>We take pride in our work and take responsibility for our actions.</p>	<p>OUR PEOPLE</p> <p>We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.</p>
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