



JOB DESCRIPTION

POST: Senior Management Accountant

DEPARTMENT: Finance

REPORTING TO: Head of Finance

RESPONSIBLE FOR: Finance Business Partner x5

Grade: 7

MAIN JOB PURPOSE:

- a) Under the direction of the Head of Finance the Senior Management Accountant will provide corporate leadership for management accounting, financial planning and financial performance. The role will exercise significant autonomy and judgement in shaping financial strategy and advising the Head of Finance and Director of Finance & Procurement and Senior Leadership Team (SLT).
- b) The role will lead on the design, assurance and continuous improvement of the Medium-Term Financial Plan (MTFP) and management accounting framework, ensuring resources are aligned to corporate priorities and statutory obligations while proactively identifying and mitigating significant financial risks.
- c) The role will be critical in leading the Finance Business Partners, setting objectives, developing the team and providing leadership. The post holder will review work completed by the Finance Business Partners and engage with Heads of Service to provide supporting commentary for budget submissions, outturn variances to budget and forecasting information.

DUTIES AND RESPONSIBILITIES:

- a) Act as the Council-wide professional lead for management accounting, financial planning and budgeting being visible to budget holders and Heads of Service providing challenge and documenting budget justifications and variance commentary.
- b) Lead the development and assurance of the MTFP and annual budget setting process by identifying emerging long term financial risks and working with the Head of Finance and Heads of Service to mitigate against risks.
- c) Be an active participant of the Finance Management Team (FMT) representing the Business Partnering Team, making operational finance decisions, managing the finance operational risk register and being a critical friend to the other members of FMT.
- d) Utilise the Unit 4 Enterprise Resource Planning (ERP) system for the production of reports and ensure that processes are financially sound, documented and agreed with the Finance Business Partners.

- e) Lead by example and set expectations of the Finance Business Partners to provide quality assurance of the Business Partnering function.
- f) Develop, review and improve operational strategies, policies and/or procedures that reflect changing external and internal requirements and regulations and the changing funding and welfare reforms.
- g) Work within and be aware of key deadlines for month end processes, utilising the month end timetable and signing this off with the team. Be aware of quarterly reporting and external return deadlines.
- h) Ensure Financial Planning is robust - including review, update and produce the Medium-Term Financial Plan and annual budgets taking into account the changing funding regimes, strategic and service priorities
- i) Support the Head of Finance on the preparation and delivery of committee reports to Members and Senior Leadership Team (SLT).
- j) Supporting in the preparation of the annual statement of accounts.
- k) Ensure all key financial controls are in place and up to date and that financial advice and information related to all activities are timely, accurate and meaningful.
- l) Any other duties of a similar nature which may be required.

Additional information

- a) Does this job require a DBS check? **Yes**
- 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. **Yes**

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>	
CCAB Qualified – CIPFA, ACCA, ICAEW, CIMA or equivalent qualification.	A
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
a) Relevant post qualification experience at a senior level, some of which will ideally have been gained in a public sector environment.	A/I
b) In depth understanding of Local Government operations, financial planning and budgetary control including development and assurance of the MTFP.	A/I
c) Experience of leading and developing a team through change.	A/I/P
d) Experience of budget setting and business planning over multiple financial years, presenting information, challenging budget holders and assisting in setting of income budgets for fees & charges.	A/I
e) Sound understanding of International Financial Reporting Standards (IFRS) and the CIPFA code of practice as well as statutory accounting requirements with the ability to apply these to practical situations.	A/I
f) Self-motivated with the ability to prioritise a range of competing and complex demands and meet changing deadlines effectively. Helps to produce solutions or strategies over more than a year.	I
g) Analyses and interprets varied and complex situations and problems.	I
h) Uses developed negotiating or persuasive skills to encourage others to adopt a particular course of action.	I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
a) Initiates, fosters and enhances working relationships by living and breathing the Councils values	I
b) Flexible, adaptable, creative and innovative utilising the available systems to make a tangible difference to the reporting of the team.	A/I
c) Highly co-operative, prepared to take measured risks and has confidence to try new things and can demonstrate skills of being involved in a change programme.	I
d) Proven analytical and report writing skills with an ability to provide well informed advice on a range of issues to a range of stakeholders both financial and non-financial.	A/I
e) Ability to influence at a senior level and work effectively with others and collaborative partnerships.	A/I

f)	Ability to interpret and apply changing requirements arising from national and local agenda.	A/I
g)	Prepared to pick up work outside of own specialism or what is comfortable to help in emergencies or provide backfill for others.	A/I
h)	Works proactively and collaboratively in project teams comprising staff from a range of services when representing own specialism.	A/I
i)	Uses transferable skills and develops new skills as necessary to provide a flexible resource to meet corporate priorities.	A/I
BEHAVIOURS		
Behaviours will be tested at interview against the Council's values (further detail below)		
	Empowering, valuing and developing our people	A/I
	Valuing our customers	A/I
	Being open and honest	A/I
	Taking ownership	A/I
	Being ambitious	A/I
EQUALITY AND DIVERSITY		
	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).	A/I

Our Values
...we believe in

OUR CUSTOMERS **BEING AMBITIOUS** **TAKING OWNERSHIP** **BEING OPEN and HONEST** **OUR PEOPLE**

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

MINDFUL EMPLOYER

disability confident EMPLOYER

DYING TO WORK