**Job Description**

**Main Purpose of Job:**

To be responsible for the operational management of the Financial Compliance team and oversee the Receivables and Payables team. To ensure the team delivers the end of year accounts closure, produces the Statement of Accounts, compiles the capital programme over the Medium Term Financial Strategy period, completes all monthly reconciliations, undertakes daily treasury management function and ensures the Council has adequate insurance cover, all within accordance of statutory reporting requirements.

To contribute to the progression of various corporate initiatives in accordance with relevant statutory requirements and policies and to ensure the Council is compliant with all relevant financial legislation and statutory requirements.

In collaboration with colleagues, ensure that the whole service is delivered in a professional manner in accordance with relevant statutory requirements and policies.

**Our Values:**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

**Team Management**

1. To manage the Financial Compliance team, along with the Receivables,Payables and Insurance Manager, including effective management of multi-site and mobile working arrangements. Staff will be managed in accordance with the performance framework, policies and procedures in place across the Council.
2. To lead the Financial Compliance team in developing and implementing solutions to ensure that the Council meets its statutory and financial compliance objectives within statutory and corporate/other external reporting deadlines.
3. To develop the skills of those staff to facilitate a programme of continuous improvement and to ensure the ongoing resilience of the team. This will ensure all staff within the Financial Compliance team have the relevant skills, knowledge and qualifications to carry out their day to day activities.
4. To manage the Financial Compliance team’s participation in wider corporate initiatives as and when required and demonstrate a proactive approach to dealing with emerging issues.
5. To develop the operational financial management information system for the Council and to manage the implementation of agreed solutions, ensuring Government, partner and statistical returns are completed accurately and delivered to deadlines.
6. To represent the Council at the Suffolk Chief Accountants Network (SCAN) and finance workstreams/meetings of the Council’s partners and LATCo’s (e.g. Anglia Revenue Partnership (ARP)). To share knowledge and best practise, and to advise and report on matters concerning financial compliance and financial planning that affect the Council.

**Strategic Management**

1. To support the Chief Finance Officer to deliver the Council’s Medium Term Financial Strategy (MTFS) in support of the Council’s Corporate Strategies through managing the capital programme process and the year end closure of accounts.
2. To support the Chief Finance Officer and Deputy Chief Finance Officer in advising Members and other Senior Officers of the Council which may include having to attend Cabinet, Council and other Council Committees meetings, partnership meetings, corporate working parties and ad hoc meetings as and when required.
3. Develop, review, and improve strategies, policies and/or procedures that reflect changing external and internal requirements and regulations.
4. Contribute to the development of corporate best practice on securing economy, efficiency, and effectiveness in the use of resources.
5. To ensure financial advice to Corporate Managers and Service Managers on all current and evolving matters is timely, accurate and meaningful.
6. To advise and report on matters concerning financial compliance and financial planning that affect the Council in relation to its LATCo activities. This will include sharing knowledge and best practise, and attendance at workstreams/meetings appropriate to the role and in the absence of the Deputy Chief Finance.
7. To represent and support to the Council at corporate project workstreams/meetings, partnerships and collaborative working with other organisations, and including the attendance at such meetings in the absence of the Deputy Chief Finance Officer. You will share knowledge and best practise, and to advise and report on matters concerning financial compliance and financial planning that affect the Council.
8. To provide challenge to service areas where non-compliance with financial rules, procedures and regulations is identified. Take appropriate action to address the matter and escalate issues as appropriate.

**Specific Deliverables**

1. To manage the delivery and preparation of the Council’s capital budgets (General Fund & Housing Revenue Account capital programmes) and to ensure that the statutory reporting requirements are met. In addition, to ensure that the Council complies with appropriate accounting and strategy requirements and guidance in terms of capital accounting and asset disposal.
2. In conjunction with the Finance Planning Manager, to produce the Statutory Council Tax Requirement calculation for inclusion within the Annual Budget report and ensure compliance with statutory requirements to advertise all council tax bandings by parish areaas appropriate.
3. To lead on the Council’s year end close down process for the production of the Council’s Statement of Accounts, ensuring compliance with the Code of Practice on Local Authority Accounting in the United Kingdom (the Code), Internal Financial Reporting Standards (IFRS) and the statutory reporting deadlines within the Accounts and Audit Regulations. To also formulate and successfully implement accounting policy in order to react to and pre-empt changes in legislation.
4. To lead on the accurate production of Group Accounts with the Councils associated subsiduaries, feeding into the Council’s Statement of Accounts.
5. To lead on the external audit process regarding the audit of internal controls and the statement of accounts to achieve satisfactory audit opinion and reduced audit costs, this includes liaising with external audit.
6. To assist the Chief Finance Officer with the production of the Annual Governance Statement ensuring compliance with the CIPFA/SOLACE Framework Delivering Good Governance in Local Government.
7. To undertake duties associated with being the Council’s Treasury Manager in accordance with statutory requirements, which includes producing a Treasury Management Strategy Statement and Investment Strategy, Outturn and Mid-Year report, Prudential Indicators and Treasury Management Practices.
8. Ensure apropriate VAT treatment across the Council and that quarterly VAT returns are submitted to HMRC.
9. To assist the Deputy Chief Finance Officer in the preparation and presenting of finance reports to Cabinet, Council and other Committees. This includes but is not limited to -Statement of Accounts, Capital Programme, Treasury Management Outturn and Mid-Year Review, Treasury Management and Investment Strategy and Capital Strategy.
10. To negotiate with HM Customs and Excise in order to optimise the Council’s VAT position and ensure compliance with VAT and Construction Industry Tax requirements.
11. To identify and deliver training requirements across the Council to ensure that the necessary finance skills and knowledge are in place across the Council. This also includes participating in training to Members.
12. Through the line-management of the Receivables,Payables and Insurance Manager, to oversee the Council’s:
* receivables processes to ensure all sundry income is promptly invoiced, collected and that debt management processes are appropriate when required to be used;
* payables processes to ensure purchase orders are raised where appropriate and all invoices received are paid within agreed payment terms;
* insurance arrangements to ensure adequate cover is in place at all times for employer and public liabilities, building and content, motor vehicles and all other requirements; and
* insurance claims process and protect the interests of the Council.

**Other duties**

1. To deputise for the Chief Finance Officer or Deputy Chief Finance Officer in their absence on matters within the scope of this job description.
2. Undertake other duties as may be required from time to time as requested by the Chief Finance Officer or Deputy Chief Finance Officer to protect the Council’s financial interest.
3. To promote and adhere to the workplace values of our organisations. To promote and adhere to the workplace values, financial procedures, and policies of the Council.

**Line Manager: Deputy Chief Finance Officer**

**Responsible for: Receivables, Payables and Insurance Manager, and Senior Accountants within the Financial Compliance team.**

**Political Restriction:**

This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Note: This is a description of the job as it is constituted at (**August 2023**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Proven track record in managing teams to deliver accounting services.
* Advanced use of appropriate accounting tools and applications, such as financial ledgers, Excel, financial modelling and financial appraisals.
* Knowledge and application of accounting standards and their application to the preparation of statements of accounts.
* Knowledge of Local authority capital accounting.
* Experience of preparing statement of accounts, including group accounts within the public sector.
* Knowledge and experience of accounting principles, budgetary control, treasury management and local taxation in a public sector environment.
* Experience of successful, operational delivery within a changing environment.
 | * Management of teams who are not co-located.
* Change management experience.
* Experience of Local Authority Trading Company set up and operation.
* Knowledge of Local Authority housing revenue account and collection fund.
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| **Skills and Abilities:** | * Proven team management skills– supervising and directing others, allocating work and resources, reviewing performance and development needs, able to enthuse and motivate others.
* Excellent communication interpersonal skills – able to work successfully with a range of contacts and to build excellent working relationships and to build rapport.
* Excellent analytical skills with the ability to analyse information and arrive at timely and considered decisions.
* A proactive approach to problem solving.
* Customer focussed, display tenacity and professionalism, and a drive for continuous service improvement.
* Excellent presentation skills to facilitate projects, training and finance discussions.
* Adaptable presentation skills for presenting reports and finance information to various audiences (committees, boards, senior officers etc.) and the ability to explain complex subjects.
* Ability to influence, and the ability to think and work at a senior and strategic level.
* Ability to promote and drive new ideas.
* Diplomacy.
* Excellent organisational skills with ability to prioritise to meet competing deadlines, manage customer expectations, and work well under pressure.
* Excellent coaching and mentoring skills.
* Excellent negotiation, mediation and facilitation skills.
* Questioning, active listening skills and ability to establish rapport.
* Ability to adapt priorities and focus at short notice.
* Demonstrate political awareness and its role in decision making.
* Demonstrate awareness of the social, political and economic environment in which the organisation operates, and its impact on strategic planning and priorities.
* Demonstrate commercial awareness and acumen.
* Report writing.
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| **Education and Training** | * CCAB qualified Accountant with post qualification experience, gained either in the public or private sector.
* Evidence of the practical application of continuing professional development.
* Evidence of production of statutory statements of accounts, budget preparation and management.
 | * At least two years post qualification experience.
* Qualification gained in the Public Sector.
* CIPFA qualified.
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| **Other Requirements** | * Ability to travel to attend business meetings at other offices/locations within the district on a regular basis.
* Necessary to work within data protection and confidentiality requirements.
* A commitment to own development and to supporting training and development initiatives.
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