

## Post Specification

<b>Date</b>	<b>August 2024</b>
<b>Post Group Number</b>	<b>5942</b>
<b>Post Title</b>	<b>Group Accountant</b>
<b>Job Family</b>	<b>Regulation &amp; Technical</b>
<b>Job Family Role Profile</b>	<b>RT18</b>
<b>Final Grade</b>	<b>18</b>

To be read in conjunction with the job family role profile

### Service Area description

The Accountancy and Financial Planning team is part of the Resources Directorate. The team is responsible for providing support to front line Council services through a mixture of technical, operational and strategic advice. This support ensures that managers across the organisation can effectively manage their budgets, make effective decisions and develop and deliver change projects. The support also ensures that the financial systems and the subsequent accounting information is robust. In particular the team lead on providing both revenue and capital budget support to managers, developing the annual Budget and five year Medium Term Financial Plan, producing the annual Statement of Accounts and undertaking financial modelling to support saving proposals and change projects.

### Purpose of this post

To provide flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan.

### Key job specific accountabilities

- Provide high quality financial services to Members, the Chief Executive, Executive and Assistant Directors, and all Service Areas in accordance with the Council's vision and values. Group Accountants will act as the principal point of contact and support (as representative of the Director of Resources) to one or more Executive Directors
- Provide specialist support and advice to Members, Executive Directors and Senior Managers including strategic and detailed budget planning, budget monitoring, closure of accounts and the interpretation and financial consequences of Government Legislation on a wide range of complex issues.
- Contribute to meeting the training needs of all budget managers and their staff in financial management, and the use of financial systems and reports.
- Ensure that systems and procedures are developed and maintained to enable effective budgetary monitoring and control, and the regular reporting of accurate financial monitoring information to the Directorate Management Teams and budget managers. Ensure that variations from budget approvals are drawn to the attention of the Director of Resources, Directorate Management Teams and budget managers and incorporated into corporate reports. Identify and investigate options for resolving budgetary variations.
- Manage the process for the preparation of Revenue and Capital budgets for all services within the Team's remit as part of the Resource Allocation procedures of the Medium-Term Financial Plan, in accordance with Corporate timescales. Ensure that information is supplied for the compilation of corporate reports together with appropriate explanatory information.

- Ensure that Council decisions in respect of the budget are accurately reflected in the Council's financial systems and provide information for the production of financial publications such as the annual budget book.
- Champion the improvement of financial services and act as an advocate for supporting the cultural change required to develop budget monitoring processes and systems to increase budget management capabilities.
- Develop strong relationships with other local authorities, regional groups and national bodies to understand best practice and alternative working practices.
- Manage, motivate and support the development of staff within the Team in order to secure efficient performance of duties, including the recruitment of staff, undertaking performance appraisals and development reviews (in line with Council procedures and timescales), identifying training needs and ensuring the continuous professional development of staff and the development of the Service.
- Any other duties commensurate to the role

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• No budget responsibility</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for Finance Managers, Principal Finance Officers and Accounting Technicians within the team.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Responsible for maintenance of accounting records and a limited range of IT equipment</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- Qualified Accountant (CCAB)
- Evidence of continuing personal and professional development.
- Maintains a position at the leading edge of own professional function, and aware of major issues facing local government applying this effectively within the organisation.
- Detailed and demonstrable knowledge of current public sector accounting and financial management practices.
- Extensive practical knowledge and application of budget preparation, monitoring and year end accounting practices and application of current accounting standards.
- Experience of introducing best practice and innovation with services.
- Record of Senior Management experience and achievement in a large complex organisation within the Public Sector, displays a range of knowledge across a range of disciplines gained through a substantial period of post qualification experience.
- Experience of working with elected Members and providing balanced advice and guidance.
- Proven success in delivering and improving financial services at the leading edge of own professional function.
- Experience of windows based applications and using computerised financial information systems.
- Proven ability to use discretion and initiative over a broad area.
- Displays ability to analyse and interpret diverse and / or technically complex areas of work.
- Effective communication skills – oral and written including preparing and delivering briefing papers and reports.
- Sound analysis and judgement, using relevant information for decision making and problem solving, and redefining problems in the light of information gathered or changes in context
- Displays a high level of personal motivation and enthusiasm, and shows a capacity for sustained effort and performance.

- Able to think beyond day-to-day operations and to develop a sense of vision and longer-term possibilities within the Service.
- Champions new initiatives in support of strategic goals, encourages others to change, and negotiates and implements change successfully.
- Fosters powerful and productive working relationships both within the service, cross-functionally and externally.
- Possesses the personal credibility to influence and direct the work of others, and to inspire loyalty.
- Uses a structured approach to prioritise work, agree objectives and timescales, monitor progress and fosters long term development of a team and the individuals within it.
- A willingness to accommodate pressures in work through working flexibly.
- Ability to travel independently.

#### Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

#### Job working circumstances

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Routine demands commensurate with the tasks and duties encountered in a modern office and challenging role of this type.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Limited physical demands, commensurate with those experienced in a normal office environment.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Conditions as experienced in a normal working office environment</li> </ul>

#### Other Factors