

# Post Specification

## Post Specification - Key Information

- **Post Title:** Corporate Accountant
- **Date:** July 2023
- **Post Group Number:** 6450
- **Job Family:** Regulation and Technical
- **Job Family Role Profile:** RT16
- **Final Grade:** Grade 16

To be read in conjunction with the job family role profile.

## Service Area Description

The Accountancy and Financial Planning team is part of the Finance Service.

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 support the Group Accountant in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan.

## Key Job Specific Accountabilities

- Represent the Finance Unit at meetings with Members, Chief Officers, senior officers of external organisations, and Government Departments and Agencies; providing advice on the financial implications of Local Government Finance and Accounting. Provide flexible and professional financial services to managers across the Council.
- To act as the Council's technical expert in the field of Local Government Accounting, organising and providing such advice and training as is required to other Officers and Members to ensure full understanding and compliance within this area. Provide technical accounting project support as and when required for large scale corporate projects.
- To support the Group Accountant by providing technical expertise in the field of Local Government Financing and wide public sector financing changes. This will include organising and providing such advice and training as is required to other Officers and Members to ensure full understanding and compliance within this area whilst keeping abreast of developments in Local Government Finance policy and practice in order to provide advice on a wide range of complex issues at national, regional and local level. This includes liaison with external organisations to determine the Cumbria wide impact of Local Government Finance policy changes.

- Support the development of the Medium Term Finance Plan through the development of resource requirements. Maintain accounting records to a high standard, and complete financial statements, grant claims, returns etc., accurately and within the required deadlines. Challenge inherent working methods and encourage Managers at all levels within the Council to change working practices where necessary to improve value for money from activities. Being an advocate for supporting the cultural change required to develop budget monitoring processes and systems to increase budget management capabilities and support Managers in the development of reports ensuring that finance are able to make informed, impartial and accurate resource and value for money comments. Influencing and encouraging managers to consider financial issues within decision making.
- Being an advocate for supporting the cultural change required to develop effective working relationships with service managers to ensure an effective business partnering role between finance and services. To ensure managers have appropriate financial skills to enable them to effectively manage the budget and utilise financial systems through training and coaching. Proactively working with services and budget holders to identify and resolve financial issues through utilising best practice and innovative solutions. Communicating effectively through understanding the needs and presentational requirements of the audience.
- To support the delivery of financial services across the Council through demonstrating a flexible approach to work. This may involve working in other areas of the finance team and supporting projects. To be externally focussed through developing effective working relationships with other local authorities, regional and national bodies and other organisations to identify alternative ways of working and to ensure best practice is adopted within Cumbria. Also to promote the good practice within Cumbria through these relationships. Any other duties commensurate to the role

### Key Facts and Figures of the Post

- **Budget Responsibilities:** No direct Budget responsibilities
- **Staff Management Responsibilities:** No direct staff Management responsibilities
- **Other:** Significant level of technical accounting and public sector finance expertise

### Essential Criteria

- **Qualifications:** (Required qualifications for the post)
- Qualified CCAB Accountant, or equivalent demonstrable experience and a willingness to complete professional qualification.
- **Knowledge:** (Essential knowledge required for the post)
- Extensive practical knowledge and application of budget preparation, monitoring and Local Government accounting in the public sector, in particular year end accounting practices and procedures.
- Extensive knowledge of International Accounting Standards and their application to Local Government.
- Demonstrable knowledge of the CIPFA Accounting and Service Reporting Codes of Practice.
- Extensive technical and practical knowledge and application of budget preparation, monitoring and year end accounting practices and application of current accounting standards.
- **Experience:** (Essential experience required for the post)
- Experience of statutory accounting requirements including capital and preparation of statement of accounts
- Experience of report writing and presenting at a senior level in the organisation.

- Experience of introducing best practice and innovation with services.
- Experience of preparing grant claims and other statistical returns.
- Experience of training / coaching one on one or in a group environment.
- Personal integrity and understanding of requirements of confidentiality.
- Experience of formulating, leading and managing change initiatives
- Evidence of delivering within a performance management culture
- Experience of working within a political environment including dealing with elected Members
- Experience of business partnering both internally and externally within a large complex organisation
- **Expertise:** (Essential expertise required for the post)
- Accurate numeracy, analytical and comprehension skills with competent use of Microsoft Office packages, Word, Excel, PowerPoint or similar packages.
- Extensive technical and practical knowledge and application of Local Government Financing arrangements and strategic planning in the public sector

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

### Job Working Circumstances

- **Emotional Demands:** The role can be challenging with conflicting priorities of clients and pressures arising from reducing resources
- **Physical Demands:** The role involves national travel to attend networking groups, seminars and other events.
- **Working Conditions:** The Technical Lead is expected to work flexibly which involves working from various offices (both within and outside the Council) and be capable of lone-working.
- **Other Factors:** N/A