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| Job Description | |
| **Job title:** | **Chief Accountant** |
| **Service and team:** | Finance |
| **Band:**  **Post number:** | 9 |
| **Reporting to:** | Head of Finance |
| **Responsible for:** | Corporate Planning Accountant, Senior Systems Accountant, Apprentice |
| Our Organisational Values | |
| **Collaboration**  A black background with a black square  Description automatically generated with medium confidence | We know, work with and support one another. |
| **Wellbeing** | We look after our own and others’ wellbeing. |
| **Trusted** | We abide by the Nolan principles of public life. |
| **Value for Money** | We spend public money wisely and carefully. |
| **Professionalism** | We provide professional advice and excellent service, we know our local areas and understand the communities we serve. |
| Principal purpose of the team and role | |
| * **Team** To provide strategic financial and commercial services and advice across the organisation to enable the Council’s planning and operational activity to be delivered in sustainable and cost effective ways. The team operate in accordance with statutory requirements such as the production of financial statements and agreeing annual budgets. * **Role** To provide strategic, financial, technical advice and support to the organisation. To ensure the production and reporting of accurate financial accounting information, production of the MTFS and delivery of the Council’s grouped statement of accounts in accordance with the statutory deadlines. To support the integrity of the Council’s core accounting systems and maintain oversight, control and interpretation of the Council’s Balance Sheet to ensure the on-going financial resilience of the Council. | |
| Areas of Accountability | |
| * Supervision and leadership of the accounting team ensuring that all tasks are completed within required deadlines * Financial reporting and Compliance overseeing the preparation of financial statements * Budgeting and financial planning * Regulatory compliance * Strategic financial planning * Cost management * Risk management | |
| Main duties and responsibilities | |
| * To provide leadership and oversight to the core accounting, systems and capital financing functions to support the effective stewardship of the Council’s financial resources. To keep abreast of the core government regulations applicable to local government finance and ensure that Members and senior officers are briefed fully on the implications of existing legislation and any proposed changes. * Responsible for the timely preparation and production of the Council’s grouped accounts in accordance with all necessary statutory and other reporting arrangements, including liaison with the External Auditor on all accounting and audit issues and the key stakeholders of the Council’s grouped entities, associated companies and the Pension Fund. * Responsible for the developing and delivery of core finance functions including budget and medium-term financial planning, managing the capital programme, bank and cash book processes and reconciliations, and regulatory reporting. * To produce all government returns, both capital and revenue, from the Council’s core financial data in accordance with guidance issued and timescales. * To maintain oversight of the Council’s Accounts Payable, Accounts Receivable and banking and cash management functions. * To oversee, control and interpret the Council’s Balance Sheet to ensure the on-going financial resilience of the Council. * To provide technical advice and support in relation to VAT Taxation & Pensions, Treasury Management, Statutory Accounts, Treasury Management and Collection Fund Accounts. * Responsible and accountable for the Council’s capital programme and its financing components ensuring that it is affordable, reflects into, and is consistent with revenue and capital budget provision, and matches the Council’s priorities and its capital strategy. * To ensure that all control and holding accounts are reviewed to ensure that complete and accurate accounting information is available to budget holders and decision makers within the Council. * To produce all government returns, both capital and revenue, from the Council’s core financial data in accordance with guidance issued and timescales. * To devise, implement and deliver capacity building initiatives, including systems and procedures, to the Council to ensure an ongoing high level of financial management acumen. * To attend at cabinet/committee as required on any financial issue * To maintain a register of all grants due to the Council, accounting for them correctly in line with any constraints or conditions applicable; ensure that they are applied appropriately. Comply with any grant reporting requirements in a timely way to ensure that the receipt and application of resources is in accordance with conditions. * To lead on policy development in area of functional responsibility. * Take accountability for the development of the system, ensuring the relationship with IT supports its full functionality including agreed changes as required. | |
| Customers and Contacts | |
| Internal   * All staff within the service team, senior officers of other Council services, Assistant Directors, Directors and elected councillors including the Leader and Portfolio Holder for finance.   External   * Pension Fund Officers, HMRC, Investment Institutions, Support to financial systems, External auditors, town and parish councils, members of the public, community organisations, Government Department | |
| Service/Team Structure | |
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**PERSON SPECIFICATION**

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

**How assessed**

A = Application CV/Personal Statement

C = Certificates/professional Registration

D = DBS police check

E = Exercise

I = Interview

M = Medical assessment

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|  | Essential criteria | How Assessed | Desirable criteria | How Assessed |
| Qualfications | * Accounting Qualification –CCAB membership | **A/I** | * Any other relevant additional qualifications | **A/I** |
| **Knowledge** | * Knowledge of key financial processes including transactional accounting, budget setting and monitoring, year end closure and production of statement of accounts. | **A/I** |  |  |
| **Experience** | * Significant post qualification experience of managing at a senior level in a large, complex organisation in line with the areas of functional responsibility. * Demonstratble experience of successful delivery of year end accounting requirements to produce statutory accounts with statutory deadlines. * Proven experience of successful delivery of MTFS, Capital programmes, HRA budgets and a variety of complex technical activities. | **A**/I |  |  |
| Skills | | | | |
| Technical skills | * Demontrable understanding of political context and local government operations, the laws and regulations applicable to local government and its jurisdiction. |  |  |  |
| Communication skills | * Excellent verbal communication skills with the ability to deliver complex financial information to both non finance and finance employees and stakeholders at all levels of the organization. * Strong written communications skills with the ability to produce accurate, comprehensive and clear reports. | **A/I** |  |  |
| Team Working skills | * Strong interpersonal and management skills with the ability to form a cohesive, efficient and effective team. | **A/I** |  |  |
| Customer Service skills | * A customer first approach and ability to motivate and performance manage teams. | **A/I** |  |  |
| Organisational skills | * Ability to formulate, prioritise, manage and deliver deadlines under pressure and in rapidly changing circumstances. |  |  |  |
| Other | * Strong IT skills and aptitude for learning new systems |  |  |  |
| ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST | * Hybrid role with a % of activity to be based in Millmead House * Requirement to attend evening meetings |  |  |  |

**Behavioural competencies**

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| This section details the level of competency required to carry out this role (please see below for an overview of the framework and refer to the full [Organisational Culture Framework - Guildford Borough Council Intranet](https://intranet.guildford.gov.uk/article/23312/Organisational-Culture-Framework) for clarification where needed). | **Level** |
| Embraces change | 3 |
| Innovation and creative thinking | 3 |
| Effective communication | 3 |
| Customer focus | 3 |
| Problem solving and decision making | 3 |
| Focus on efficiency | 3 |
| Performance and learning | 2 |
| Team working | 3 |
| Builds relationships | 3 |
| Commitment to the organisation | 2 |

**Politically Sensitive post: Political Restrictions**

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

• holding or standing for elected public office (except Town or Parish Councils);

• holding office in a political party;

• speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;

• canvassing at elections

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| Reviewed By: |  | Date: |  |
| Checked in: |  | Date: |  |
| Last Updated: |  | Date: |  |

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|  | **Guildford Borough Council behavioural competencies** | | | | | |
| **Cluster** | **Transformation** Forward looking. The focus on our ability to respond to ever changing needs of our customers and bring about new ideas to ensure value for money. | | **Delivering excellence** Efficiently run. The focus on the values and behaviours (in addition to internal systems) that ensures efficiency and effectiveness at every level across the Council. | | **Our people** To ensure that individuals at all levels of the organisation are supported, committed and engaged in the pursuit of our mission and work in a collaborative manner to fulfil our objectives. | |
| **Values** | **Challenge ourselves**  We strive to improve what we do by seeking out new ways of working, encouraging innovation and enabling change. | | **Customer care**  We put the customer at the heart of what we do by engaging in clear, honest, and meaningful communications to deliver professional services shaped around their needs. | **Quality focus** With customer insight, we provide high-quality services and find ways to improve. We aim to get things right first time, drive out waste and exceed expectations whenever possible. | **Organisational learning** We strive to create a work environment where everyone is valued, trusted, and supported. We encourage and facilitate growth and learning at individual, team, and organisational levels. | **One Council** We work together collaboratively, recognising that we are one organisation, working to achieve a common mission. |
| **Behavioural competencies** | **Embraces change** Has a positive attitude to change, adapts to meet new challenges, and introduces changes to improve organisational performance. | **Innovation and creative thinking** Proactively generates and develops innovative ideas, opportunities or improvements in order to meet organisational objectives more efficiently and effectively. | **Customer focus** Puts the customer first, builds effective relationships and seeks feedback to address their needs. | **Problem solving and decision making** Understands and analyses issues in order to identify the most appropriate solutions. Makes effective decisions based on thorough analysis and the needs of the organisation. | **Performance and learning** Demonstrates personal commitment to meet agreed performance standards and objectives. Learns from experience and takes responsibility for identifying and addressing personal development needs. | **Team working** Proactively cooperates and interacts with colleagues, internal and external partners across the Council. Encourages others to develop a collaborative approach to share information, knowledge, and ideas. |
| **Effective communication** Communicates effectively. Uses communication methods and standards, together with well-reasoned arguments to convince and persuade where necessary. | | **Focus on efficiency** Meets or exceeds the Council’s standards by monitoring the quality of own work, team or service delivery. Continually looks for areas of improvement to ensure efficiency, effectiveness, and value for money. | | **Builds relationships** Presents a professional image; uses interpersonal skills to form positive and productive working relationships within and beyond the organisation. | **Commitment to the organisation** Consistently supports and demonstrates an understanding of and commitment to the Council’s vision and values. Acts with integrity and accountability. |

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