

JOB PROFILE

Directorate:	Finance, Governance and Contracts
Service Area:	Financial Services - Accountancy
Job Title:	Group Accountant - Housing
Grade:	PO2
Post Number:	F331
Base/Location:	Southfields Offices/Remote Working
Responsible To:	Head of Financial Services
Responsible For:	Q038 Senior Accountancy Assistant
Key Relationships/ Liaison with:	Senior Management Team, Heads of Service, Budget Officers, Senior Accountancy Officers, External and Internal Audit

Job Purpose

- Responsible for providing a professional accountancy service for a large section of the council's accounts including responsibility for the final accounts, statement of accounts and annual revenue and capital budgets within statutory deadlines.
- To lead on the Housing Revenue Account (HRA) including HRA reports to Cabinet, Housing Management Advisory Board, Financial and Performance Scrutiny Reports and the HRA Business Plan.
- Responsible for maintaining, co-ordinating, monitoring budgets, final accounts, and professional advice to the HRA.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	Act as Group accountant for a section of the Council's accounts including the preparation of reports and comments as required. Provision of financial advice and information to senior management within the current council management structure.
2.	Review and advise senior management on the financial aspects of Cabinet reports and Delegated Decisions.
3.	Preparation of the final accounts and annual budget for a section of the accounts, including the Housing Revenue Account in accordance with current legislation. This also includes overall supervision of other sections of the Council's accounts.
4.	To be the financial champion of the Housing Services provided by the Council and monitor and report on the resources available whilst using communicating and influencing skills to ensure that sound financial management is maintained.
5.	To maintain a sound and comprehensive understanding of current and proposed legislation relating to the provision- of social housing.

6.	The completion and submission of the DCLGH and DWP Housing Subsidy grant claims, including close liaison with external audit to verify the claims.
7.	To assist and liaise in the preparation of the Housing Revenue Account Business Plan, in conjunction with officers from the housing services.
8.	Calculate and set the annual rent and services charges for the HRA dwelling and non-dwelling stock, in accordance with national guidance. Review and amend individual property rents and service charges on an ad-hoc basis in liaison with the Rent Control Officer and external valuers where applicable.
9.	Check compliance of sections of the accounts with Council Minutes and financial regulations plus the application and knowledge of Local Government Accounting legislation including SORP, BVACOP, Accounts and Audit Regulations etc.
10.	Completion of statistical returns both internally and for outside professional bodies, performance indicators and government returns.
11.	Responsibility for the reconciliation of balance sheet and control accounts during the financial year and at year-end.
12.	Completion of the financial accounting of the Vulnerable Persons Resettlement Scheme and other associated schemes for Charnwood Borough Council and other district councils within Leicestershire.
13.	Ensure compliance with the Council's constitution within the council accounts, Council minutes, Financial Regulations.
14.	Attend Housing Management Advisory Board and Scrutiny and other meetings as required.
15.	Deputise for the Head of Financial Services as necessary, including authorising transactions for Treasury Management purposes on the Council's bank accounts and Payment's authorisations.
16.	Supervise, guide, train, develop, counsel, mentor, and brief staff to ensure the delivery of high-quality services and deal with grievance and disciplinary issues.
17.	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
18.	As a term of your employment, you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
19.	Responsible for identifying and reviewing, with staff that report directly to this post, their training and development needs and for bidding for the resources needed to provide those staff with the skills required to achieve corporate objectives
20.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
The nature of the work may involve the jobholder carrying out work outside of normal working hours.	

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Head of Financial Services

Date: 12th June 2025



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	Essential	Desirable
<u>Qualifications</u> CCAB Qualified	✓	
Or Demonstrable experience identified within the section below.	✓	
<u>Experience</u> Experience of preparing Statement of Accounts and annual budgets for local authorities at a senior level. Experience of managing staff to attain work goals. Experience of member/officer meetings where financial reports are presented Extensive use of computerised accounting systems to provide information to budget holders and for stewardship of the Council's funds Experience of dealing with Council's funding and financing solutions to provide enhanced spending capability for the council. Experience of financial systems	✓ ✓ ✓	 ✓ ✓ ✓
<u>Skills / Knowledge</u> Extensive knowledge of current accounting regulation affecting local government including the HRA. Ability to assess the effect of new legislation on the Council's activities as required particularly in relation to accounting procedures.	 ✓ ✓	 ✓

	Essential	Desirable
Ability to adapt existing procedures and introduce new systems as required dealing with changing legislative patterns and codes of practice.	✓	
Ability to evaluate the financial effects of proposed Council activity	✓	
Ability to plan workload for the team	✓	
Ability to interpret statistical information	✓	
Have knowledge of the developments in local authority	✓	
Good working knowledge of Microsoft Office Professional		
<u>Interpersonal Skills</u>		
Good communicator and influencer at all levels both verbally and in writing. To include senior management, Directors, external auditors, colleagues in other organisations and Government Departments	✓	
Ability to work with external partners of the Council to ensure financial stewardship of Council's funds	✓	
To work using own initiative	✓	
Ability to effectively lead a team in attaining continuous improvement	✓	
Ability to persuade others to adopt sound financial practices	✓	
<u>Other requirements</u>		
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	
Include if relevant to the role: <ul style="list-style-type: none"> To be able on occasion to work outside normal office hours. 	✓	

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