



**WOKINGHAM
BOROUGH COUNCIL**

Job Description

Job Reference

712473

Job Title	Management Accountant – Children’s Services		
Service	Resources and Assets	Team	Children’s Services
Location	Shute End / Smart Working		
Reports to	Senior Management Accountant – Management Accountant		
Responsible for	None		
Grade			Date
8	Full Time 12 Month Fixed Term Contract		21/07/25

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

The Finance team supports the services that the Council provides, this role supports Children’s services.

Children’s services are responsible for safeguarding and promoting the welfare of children, including protecting those at risk and supporting families in need. They also oversee care for looked-after children, adoption, and educational services.

Purpose of the role

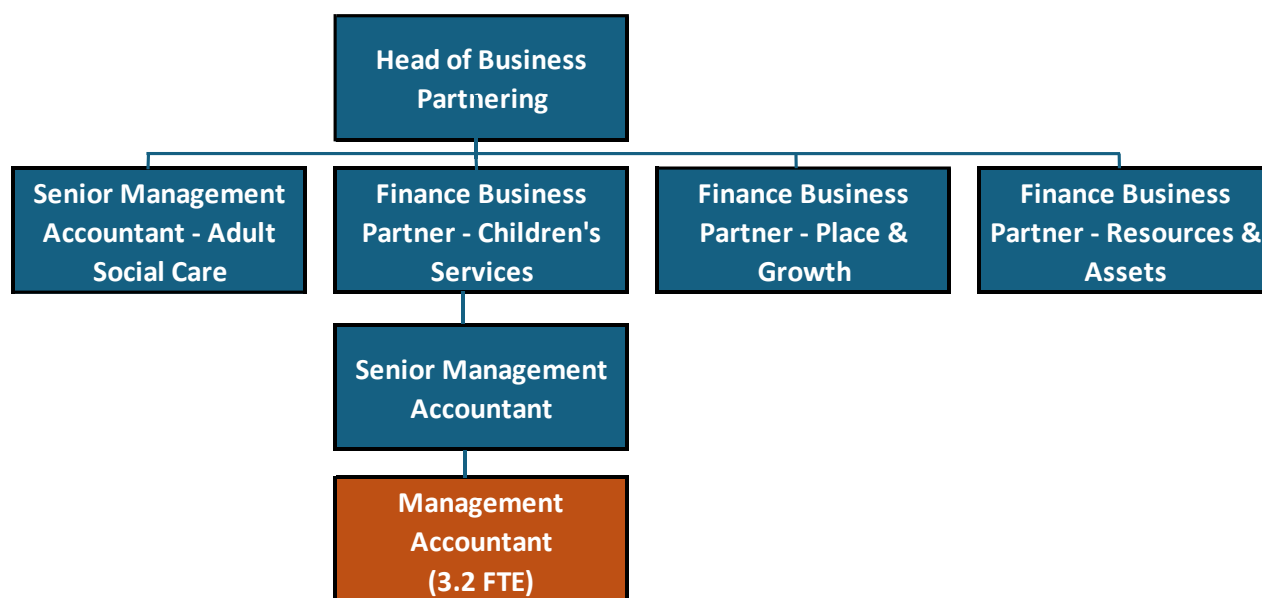
The role will report to the Senior Management Accountant, providing support on all financial matters, including timely and high-quality financial advice to a range of budget managers.

Main Accountabilities

1	Budget setting, budget monitoring, year-end closedown and statutory returns.
2	Provide support and advice to a range of stakeholders, promoting strong financial governance.
3	Financial support on change projects and grants.
4	Preparation and presentation of reports to Management teams.
5	Provide advice and support on legislative and guidance changes.

Supervision Received	Reporting to the Senior Management Accountant with support, guidance & supervision provided wherever necessary
Supervision Given	None
Contacts & Working Relationships	Childrens and Adult Services/Place and Growth & Finance Teams & Other Providers
Management of resources or budget	None
Special Factors	Wokingham Borough Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, other workers and volunteers to share this commitment. All successful candidates for this role will be subject to Disclosure & Barring Service (DBS) checks along with other relevant employment checks.

Organisation Chart



Person Specification

The ideal candidate will be organised, willing to take responsibility, have experience of working accurately and quickly with large amounts of numerical data, and be committed to continuous improvement.

Qualifications	Essential	Desirable
	Degree-level, equivalent relevant professional qualifications or expertise	Evidence of continuous personal & professional development
	Working towards membership of relevant professional body	
Technical Skills	Essential	Desirable
	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel	Able to operate effectively in large, complex and political organisations
	Able to interrogate & analyse data and information	Able to develop, lead and deliver effective strategies/projects
	Presentation skills, able to engage an audience. Well-developed written and verbal communication skills	
	Effective strategy and report writing skills, able to make recommendations for decision making	
Knowledge	Essential	Desirable
	Experience of successfully resolving complex issues that require an element of judgement	Experience of championing own ideas and obtaining commitment to allow them to be delivered
	Experience of identifying, developing and delivering opportunities for improving the service	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential
Experience	Essential	Desirable
	Experience of supporting projects to successful outcomes	Experience of administering processes to tight timescale and with high levels of accuracy
	Experience of supporting the development and delivery of policies and strategies	
Completed by:	Steve Ellis	Date: 21/07/25