



Job Description

Name of Post

Date

Position Title and Post Number	Principal Accountant
Department	Finance
Band	OneTeam – Band 10
Reporting to	Corporate Manager
Work location and arrangements	The span of work for this role covers both Rochford District Council and Brentwood Borough Council. Hot desking or Agile working

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

MAIN PURPOSE

- Formulate and develop the General Fund and (for Brentwood) the Housing Revenue Account (HRA) Capital Programme, monitor programmes and produce reports
- Oversee and lead on the Treasury Management function, including the management of the Council's cashflows, its banking, money market and capital market transactions
- Develop the Capital and Investment Strategy which includes the Treasury Management Strategy.
- Help develop the HRA's 30-year Business Plan
- Plan and co-ordinate the final accounts process including liaison with external audit
- Act as the lead advisor on technical accounting, including Collection Fund, Pensions and VAT.

MAIN RESPONSIBILITIES

1. To have line management responsibility for the Technical Accountant, including one to one review meetings, appraisals, leave booking and work allocation.
2. Support the implementation of policies and strategies for the financial service to support service delivery, value for money and the delivery of the Council's priorities and defined outcomes.
3. Attend, advise and actively participate in meeting with members, Directors, Management teams and working groups as required.
4. Prepare the treasury elements of the statement of accounts in accordance with statutory requirement.
5. Lead in the preparation and publication of the Statement of Accounts including producing notes to the accounts and professional working papers.
6. Contribute to the MTFS in relation to technical areas.
7. Take lead responsibility for technical accounting policies and strategies.
8. Lead on the Collection Fund, Pensions, VAT and any other technical/specialist requirements of the finance team.
9. To build a strong relationship with our internal and external auditors, whilst supporting the annual audit programme and in answering issues raised as part of the final accounts process.
10. Prepare the Capital & Investment Strategy by undertaking relevant research to ensure documents remain up to date and ensure best practice is applied.
11. Ensure all government returns are completed on time and correctly.
12. Provide professional advice and tailored reports to a defined group within the Council, on their financial plans and projects.

13. Highlight risks, problems, and challenges so the organisation can develop solutions to deliver better outcomes and value for money.
14. Develop self through research and networking on the changes in political, statutory regulatory and economic environment that affects the Council and its delivery.
15. Support in delivering finance functions in respect of the Council's third party organisations, such as Charitable trusts and trading companies.
16. To undertake any other duties which may reasonably be within the competence of the post holder.

The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provide by OneTeam at Brentwood Borough Council and Rochford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

Corporate responsibilities

All roles will be required to work at both councils' premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils' premises as required to meet the needs of the service.

The post holder will be expected to follow the Councils' policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils' policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.

To support the Council's Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the Councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at

locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.

Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

PERSON SPECIFICATION

Position Title:	Principal Accountant	Date Prepared:	02/04/2024
Team	Finance	Band:	OneTeam – Band X - £X to £X
AF= Application Form		I = Interview	T= Test

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE	✓	✓	AF/I/T
1.1	Sound understanding of public sector (Local Government) finance and legislation.	✓		AF/I/T
1.3	Good knowledge of accounting codes of practice	✓		AF/I/T
1.4	Experience of dealing with auditors	✓		AF/I/T
1.5	Experience in utilisation of financial management systems.	✓		AF/I/T
1.6	Experience of working with complex administrative procedures and systems	✓		AF/I/T
1.7	Experience of staff management		✓	AF/I/T
1.8	Knowledge of treasury management	✓		AF/I/T
1.9	Knowledge of technical areas of local government finance	✓		AF/I/T
2.	SKILLS AND ABILITIES			
2.1	High standard of numeracy and accuracy.	✓		AF/I/T
2.2	Previous experience in the preparation of budgets.	✓		AF/I/T
2.3	Proven experience in the production of Annual Statement of Accounts.	✓		AF/I/T
2.4	Ability to self-motivate, plan and prioritise to meet a variety of targets within tight deadlines.	✓		AF/I/T
2.5	Proficient in MS Office suite of products.	✓		AF/I/T
2.6	Excellent Accountancy/Bookkeeping skills	✓		AF/I/T
2.7	Excellent interpersonal and communication skills, both written and verbal, to varying levels of complexity.	✓		AF/I/T
2.8	Strong analytical skills and a pro-active approach to problem solving.	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
2.9	Abilities to contribute positive suggestions and willing to take forward.	✓		AF/I/T
3.	EDUCATION AND TRAINING			
3.1	Part or fully qualified Accountant (AAT or higher)	✓		AF
3.2	Fully qualified CCAB Accountant		✓	AF
4.	OTHER			
4.1	A flexible working approach to attend both organisations in person, as and when required and to working hours to meet and accommodate critical core deadlines.	✓		I
4.2	Adhere to the Council's values and behaviours.	✓		I
4.3	Commitment to maximising potential and continuous improvement of self and of service.	✓		I
4.4	Flexible, pro-active, adaptable and outcome-focussed.	✓		AF/I/T
4.5	Effective team working. Sharing ownership, team goals and workload, and ability to establish and maintain effective relationships with people of all levels.	✓		AF/I/T
4.6	High levels of enthusiasm and determination.	✓		AF/I/T