



## ADUR & WORTHING COUNCILS

### Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Core Services
<b>Post Title</b>	Principal Accountant (Strategic)
<b>Post Number</b>	10213
<b>Accountable to</b>	Group Accountant
<b>Leadership responsibility for</b>	Direct Reports: Senior Accountant (Tax & Collection Fund) Senior Admin & Treasury Officer 2 x Treasury Support Officers
<b>Key leadership relationships</b>	<b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers <b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
<b>Work style</b>	This role falls within the Blended Working Policy
<b>Last updated</b>	July 2025

## Job Description - Principal purpose of job (role summary)

As a Principal Accountant, reporting to the Group Accountant within the Accounting section, You will manage the strategic finance service and will provide a comprehensive professional Treasury Management Service for Adur, Worthing and Mid Sussex Councils.

You will be required to promote and deliver a strategic focus that meets the Councils' business objectives and financial planning requirements, safeguarding the Councils' investments, ensuring sufficient liquidity on a daily basis and forward projection of the cash flow, for multiple Council's in conjunction with Banks, Building Societies, Other local authorities and investment brokers.

## Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

## Role specific Duties and responsibilities

### **Treasury Management Function:**

To manage the strategic finance service providing a comprehensive professional Treasury Management Service for Adur, Worthing and Mid Sussex Councils.

To prepare the Treasury Management Budget for Mid Sussex and assist in the preparation of the Treasury Management budgets for Adur and Worthing and statutory financial statements in accordance with set deadlines.

To produce, in consultation with senior colleagues, the Treasury Management Strategy Statement for Mid Sussex District Council, Adur and Worthing for submission to Committee

To regularly review and further develop the Treasury Management controls environment for all

<p>three Councils</p> <p>To assist in the design and delivery of training courses for staff and members</p> <p>To attend Mid Sussex District Council committee meetings to present regular update reports as required.</p>
<p><b>Management and Supervision:</b></p> <p>The post holder is responsible for the following matters on a day-to-day basis in respect of the staff and services directly under their joint control. The overall management and supervision of the section is the responsibility of the Group Accountant.</p> <p>To manage and supervise the Treasury Management Section, and to supervise the Strategic team in the absence of the Group Accountant when requested to.</p> <p>To report and act promptly on workload pressures and delays particularly regarding matters of managerial or political importance or sensitivity.</p> <p>To assist in the effective operation of the Staff Development and Appraisal scheme, including the identification of staff training needs.</p> <p>To comply with any guidelines or arrangements issued by the Councils relating to personnel recruitment, management, discipline or dismissal</p> <p>To manage the Treasury Support Officers, Senior Accountant (Tax &amp; Collection Fund) &amp; Senior Admin &amp; Treasury Officer and act as deputy for the Group Accountant</p>
<p><b>Financial Systems:</b></p> <p><b>Input:</b> Accurately input financial data into the Financial Management System, maintaining up-to-date records and acting as an internal control.</p> <p><b>Monitor:</b> Oversee / perform the monitoring of the Treasury Management systems to the Finance Management System</p>
<p><b>Budgeting and Reporting:</b></p> <p><b>Assist:</b> Contribute to the preparation of annual budgets and the production of final accounts at year-end, providing variance analysis.</p> <p><b>Prepare:</b> Compile and calculate data relevant to reporting to Joint Council Committees.</p>
<p><b>Reconciliations:</b></p> <p>Ensure that assigned reconciliations are carried out regularly and identify any issues raised as part of the reconciliations, proposing solutions to ensure that the assigned accounts are reconciled</p>
<p><b>Budget Monitoring and Reporting:</b></p> <p>To ensure that good budget monitoring and reporting systems are in place to assist in the production of regular financial monitoring reports to Members and Corporate Leadership Team</p>
<p><b>Estimates and Year-End Accounts:</b></p> <p>Assist in the preparation of regular budget monitoring reports, and other required estimations ongoing.</p> <p>To draft the financial instruments notes for Adur and Worthing, which are reviewed by senior colleagues.</p> <p>To produce information to Mid Sussex District Council to assist in the closure and preparation of their Final Accounts.</p> <p>Ensure high quality working papers are produced in a suitable format for the production of the Councils' Budget and the Statement of Accounts and that these comply with audit requirements</p>
<p><b>Advanced Reconciliation:</b></p> <p>Take responsibility for regularly reconciling all control accounts assigned, resolving discrepancies through investigative work.</p>
<p><b>Legislation:</b></p>

To interpret legislation and professional codes of practice to ensure that the councils respond to these requirements including IFRS and all relevant Accountancy regulations
<b>Meetings and Projects:</b> To participate in projects and give ad hoc financial advice proposing options and solutions for financial issues To attend and give financial and technical advice at meetings of officers
<b>Returns:</b> Complete statutory returns as required (e.g. grant claims) and other financial and statistical returns (e.g. Benchmarking, Performance Indicators etc) in accordance with deadlines;
<b>Documentation and Procedures:</b> To ensure relevant Procedure Notes are written and kept up-to-date
<b>General Responsibilities (all gradings)</b>
<b>Ad Hoc Projects:</b> Undertake additional project work related to corporate financial issues, as assigned.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice, operational needs or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).



## Person Specification:

The core skills and competencies below are taken from our organisational <a href="#">Skills and Competencies Framework v1.0</a> and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.	
<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
<b>Qualifications</b>	<p>GCSE or equivalent in English and Mathematics.</p> <p>And</p> <p>Degree 2:2 or above OR AAT level 3</p>	CCAB qualified accountant

<b>Knowledge</b>	<p>Highly numerate.</p> <p>Good written English and presentation skills</p> <p>Good understanding of basic accountancy principles</p> <p>Sound knowledge of Local Government finance and management accounting</p> <p>Ability to produce work of a high quality</p> <p>Good experience in the use of a computerised financial information system</p> <p>Use of advanced spreadsheet functions</p>	<p>Understanding and awareness of changes within Local Government</p> <p>Understanding of legal issues as they pertain to finance</p> <p>Understanding of the principles of project management</p> <p>A knowledge of the function of Treasury Management</p> <p>Understanding of data base reporting tools (Crystal or business objects reporting tools)</p> <p>Understanding of a Treasury Management System</p>
<b>Experience</b>	Previous roles in an accounting function.	Previous roles in the Treasury Management function.
<b>Communication</b>	<p>Internal &amp; External:</p> <p>Ability to communicate effectively both verbally and in writing.</p> <p>Explain complex subjects simply</p> <p>Demonstrate good interpersonal skills</p> <p>Demonstrate diplomacy when suggesting a way forward in such a way that it is taken on board</p> <p>Demonstrate a good understanding of the information needs of managers</p>	Ability to converse about complex technical issues and active listening skills.
<b>Relationship Building</b>	<p>Ability to build strong and lasting relationships with internal colleagues.</p> <p>Work as part of a team</p>	Ability to work well as a team member.
<b>Analytical</b>	Experience of using microsoft office or google workspace software.	Experience of appraising and evaluating the financial implications of projects and proposals
<b>Planning/ Organising</b>	<p>Highly organised with the ability to prioritise work and adhere to tight deadlines</p> <p>Ability to delegate, lead, organise, motivate &amp; train others (peers and staff from other departments)</p> <p>Ability to create and manipulate data.</p>	Ability to prioritise and independently manage workload.

<b>Other requirements</b>	<p>High self-motivation and the ability to plan workloads using own initiative enabling deadlines to be met</p> <p>To be reliable, honest &amp; dependable, with the ability to adapt and readily accept changes in work pressures</p> <p>Valuing kindness and compassion in the workplace</p> <p>To work daily in the office with occasional home working (for report writing etc.)</p> <p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p>	
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**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	