



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Sustainability, Digital & Resources
Post Title	Principal Accountant (Capital & Assets)
Post Number	
Accountable to	Group Accountant
Leadership responsibility for	<p>Direct Reports -</p> <ul style="list-style-type: none">- Senior Accountant (Commercial & Projects)- Accounting Technician Apprentice <p>Responsible for leadership of the Capital Programme</p>
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	01/10/2024

Job Description - Principal purpose of job (role summary)

As Principal Accountant (Capital & Assets) you will be responsible for producing, maintaining, updating, monitoring and close of all records relating to capital budgets, capital expenditure, capital income, capital assets and capital reserves. To provide technical advice and information regarding all aspects of capital accounting and the councils Capital Investment Programme to other officers of the Council. The postholder will be the financial lead within the multi disciplinary team that manages the councils asset portfolio and be responsible for the financial advice and support related to commercial activities and major projects.

As councils, we are committing to a new operating model which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As a leader within our organisation you will embrace and bring to life our three core principles - resilience, adaptability and participation - embedding them in the daily working practices of the team. You will be responsible for developing effective multi disciplinary teams from across the organisation for missions based work, ensuring you have the right people to deliver the required outcomes and ensuring:

- Collaborative practice
- Clear communication
- Clear definition of tasks and responsibilities
- Clear goals, objectives and strategies
- Recognition of and respect for the competence and contribution of each team member
- Competent leadership

Main duties, tasks and responsibilities of post holder

Leadership responsibilities
Create a culture of adaptivity and creativity, setting the direction by role modelling our behaviours and principles
Work to make teams more representative of the communities they serve in terms of equalities and inclusion
Build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation
Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring that any concerns are addressed promptly
Bring creativity and innovation to problem solving with your team - co-create a range of imaginative solutions or options, identifying the risks associated with each option
Drive your team's focus on delivering a quality and committed service and gather the data needed to provide effective performance management and development
Develop effective multi disciplinary teams for missions focused work, ensuring you have the right people from across the organisation to deliver the required outcomes
Provide an excellent employee lifecycle experience, including onboarding, quality

conversations and appraisals and development opportunities. You will undertake an investigatory management role or hearing manager role in regards to employee relations cases, working to uphold our Council's values and behaviours.

Promote the service and Councils positively at all times

Role specific Duties and responsibilities

To design the production of the Councils' Capital Investment Programmes process and producing capital budgeting guidelines for officers, bidding documentation, and summary of bidding information for decision making purposes. Responsible for ensuring the intranet links to information and forms are up to date.

To interpret legislation and accounting guidelines relating to capital matters ensuring that the Council's processes and accounts meet all requirements. To research, including attending regular training, and apply new Government regulations to the Council's capital financial accounts and budgets in order to ensure budgets and accounts comply with Statutory Regulations.

Responsible for the preparation of budgets for the Capital Investment Programme and all related accounts, and the closure of all capital and related accounts at year end. Including the update of the capital section in the Budget Book and capital accounts in the statutory Statement of Accounts, with associated disclosures.

To produce capital monitoring records for the Capital Assets Group and to provide/check other capital financial information as required by the Chief Financial Officer (Assistant Director, Finance) and other Officers. Responsible for ensuring robust monitoring and reporting systems are in place.

To produce quarterly monitoring reports (including the outturn report) to members on the progress of delivering the capital programme in collaboration with the Chief Accountant and Chief Financial Officer.

To ensure the maintenance of records for capital budgets, capital expenditure, capital income, budget changes, capital receipts, assets, capital reserves, and developer contributions, and to reconcile records to the financial ledger (TechnologyOne) to ensure financial information provided to officers, and for budgets, Statement of Accounts and Statutory returns is accurate.

To be the financial lead in the Council's Capital and Asset Strategies in order to provide Council Guidelines for the preparation of the Investment Programme and the use of Capital Resources.

To ensure all forms and reports relating to capital schemes, including initial capital bids for resources, priority scores, capital spend approval documentation and scheme closure submissions are checked, to ensure capital schemes comply with the Council's strategic missions, the Accounting Code of Practice and Financial Regulations.

To ensure robust budget monitoring processes are in place to inform regular updates and reporting to members on the delivery of the capital programme.

To provide support, advice and training to Council Officers on all aspects of capital accounting, including the resolution of any financial problems, from initial requests for capital resources to completion of capital projects to enable a better understanding of accounting requirements and ensure that capital schemes adhere to government regulations.

To be the lead officer in supporting the appraisal of commercial and project appraisals, providing options and solutions for financial issues. Working within a multi disciplinary team environment reporting to the relevant strategic groups. To manage the Senior Accountant (Commercial and Capital) work in supporting this work.

To design and ensure delivery of training courses and material relating to local government capital accounting.

Responsible for ensuring all relevant capital statutory returns, grant claims and other relevant returns and reports are completed within the set deadlines.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies those 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 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 [Skills and Competencies Framework v1.0](#) 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.

Participative	<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 Participation Skills & Competencies.</p>
Adaptive	<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 & opportunities to be able to adapt to change around you</p>
Resilient	<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>
Leadership	<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>
Manager Competencies	<p>Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them.</p> <p>Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement.</p> <p>Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.</p> <p>Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively</p>

	Essential	Desirable
Qualifications	<p>GCSE English and Mathematics or equivalent.</p> <p>Association of Accountancy Technicians qualification (Technician level 3) or equivalent</p>	CCAB qualified
Knowledge	<p>Highly numerate</p> <p>Good written English and presentation skills</p> <p>Good understanding of accountancy principles</p> <p>Good understanding of capital accounting principle for local government and the prudential code</p> <p>Good understanding of financial management systems and the coding requirements for capital.</p> <p>High level of spreadsheet knowledge including analytical tools and formula</p> <p>Ability to produce work of a high quality</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>
Experience	Experience working within a local government finance environment in a capital accounting role	Experience of local government Capital Accounting
Communication	<p>Can communicate effectively both verbally and in writing</p> <p>Able to explain complex subjects simply</p> <p>Demonstrates good interpersonal skills</p> <p>Demonstrates diplomacy when suggesting a way forward in such a way that it is taken on board</p>	
Relationship Building	<p>Demonstrate a good understanding of the information needs of managers</p> <p>Works in a participative way to achieve shared goals.</p> <p>Builds positive and productive working relationships with a wide variety of individuals including staff, managers.</p>	

Analytical	<p>Experience of appraising and evaluating the financial implications of projects and proposals.</p> <p>Evidence of applying innovative approaches to solving complex and challenging problems.</p>	
Planning/ Organising	<p>Highly organised with the ability to prioritise work and adhere to tight deadlines</p> <p>Ability to delegate, lead, organise, motivate & train others (peers and staff from other departments)</p> <p>Ability to create and manipulate data.</p>	
Other requirements	<p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction (if applicable)</p> <p>Ability to work with complexity and ambiguity</p> <p>Able to travel within the Adur and Worthing Districts</p>	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	