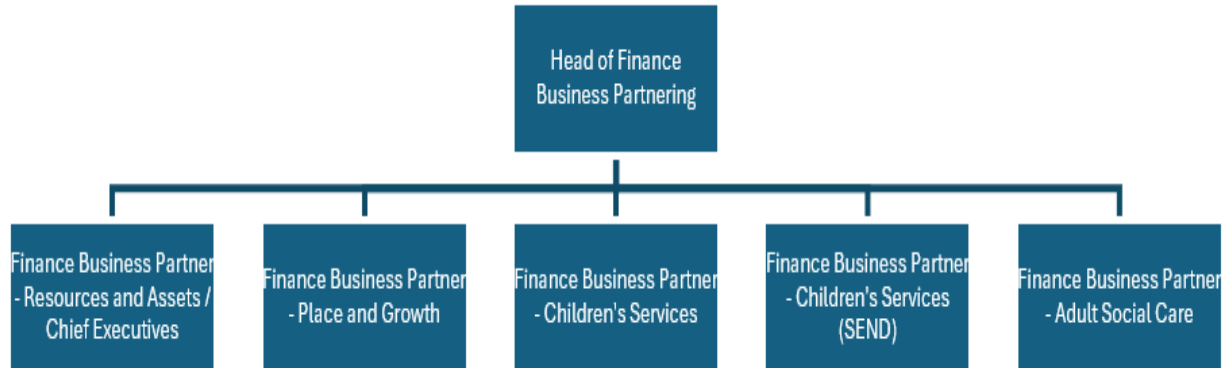
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			711308
Job Title	Management Accountant (Place & Growth / Chief Execs)		
Service	Finance	Team	Finance Business Partnering
Location	Shute End		
Reports to	Senior Management Accountant		
Responsible for	N/A		
Grade 8	Type of position: Management Accountant		Date
	Permanent Full Time (37 hours per week)		October 2025
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.			
<u>Service Purpose</u>			
<ul style="list-style-type: none"> • Manage and control the financial liaison between service budget holders and the finance service. • Ensuring finance oversight and scrutiny to improvement programmes, supporting review of processes with the directorate. • Support and lead the development and implementation of the relevant Council's policies and strategies including the Medium-Term Financial Plan. • To deliver effective and efficient services offering value for money, contributing to meeting the Council's ongoing financial challenges. • Enable sound financial governance by providing effective and timely budget monitoring information to service directors and the Chief Finance Officer. • Interpretation of legislation and appropriate financial guidance and policies. 			
<u>Purpose of the role</u>			
Support the delivery of a comprehensive suite of professional financial business partnering services including strategic financial advice, specialist, and technical financial support, supporting services with financial and resource management, grant & internal financial control management and support the compilation of Statutory Annual Accounts.			

<u>Main Accountabilities</u>	
1	Support budget managers to enable financial decision making
2	Develop and maintain strong relationships with key stakeholders
3	Manage individuals to provide guidance and support
4	Prepare and support on financial planning, budgeting, forecasting, year-end closedown & and statutory returns
5	Supporting strong financial governance and sharing best practice & support on legislative and guidance changes
6	To deliver timely, insightful and accurate reporting to budget managers
7	To identify, develop and support opportunities and initiatives to transform the delivery of services across the Council, promoting continuous improvement
8	Identifying training needs to upskill and develop themselves
9	Identify and support the business to become more commercially minded
10	To always act with respect, integrity and professionalism ensuring customer needs are met and services are delivered effectively and efficiently
Supervision Received	General guidance and supervision provided from Senior Management Accountant
Supervision Given	General Guidance provided to junior members of the team
Contacts & Working Relationships	Senior Management Accountant / Finance Business Partner / Service Staff / External Parties – suppliers etc.
Management of resources or budget	Support the management of the overall Council Finances.
Special Factors	<p>That in booking leave, regard to prevailing and ongoing workloads and deadlines, and leave arrangements of key co-workers to ensure adequate team cover.</p> <p>Occasional working outside normal office hours (e.g., meeting attendance, training, workloads)</p>

Organisation Chart



Reporting to each Finance Business Partner is a team consisting of Senior Management Accountants, Management Accountants, Finance Liaison Officers and Schools Finance.

Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	Part qualified accountancy qualification, CIPFA, CIMA, ACCA, AAT	
Technical Skills.	Essential	Desirable
	Good IT skills including office and accounting software such as Microsoft Word, Outlook, PowerPoint and Excel	Effective strategy and report writing skills, able to make recommendations for decision making
		Presentation skills, able to engage an audience. Well-developed written and verbal communication skills
Knowledge	Essential	Desirable
	Support resolving complex issues that require an element of judgement and challenge	
	Experience of identifying, developing and delivering opportunities for	

	improving the service	
	Assist in challenging the service to enable efficiencies and decision making	
Experience	Essential	Desirable
	Supporting projects to successful outcomes	
	Supporting the development and delivery of policies and strategies	Public sector finance experience
Other	Essential	Desirable
		Able to develop ideas and deliver effective strategies/projects
Completed by:	Asher Stanford	Date: 14 th October 2025

REMEMBER: DELETE THE INSTRUCTIONS BELOW THE CRITERIA TITLES BEFORE SENDING TO HR