

JOB DESCRIPTION

Job Details

Job Title: **SENIOR ACCOUNTANT**

Post Number: POST000043

Directorate: Resources

Section: Accountancy

Post Grade: Tier: 4, Grade: F

Responsible to the Group Accountant / Finance Business Partner

Responsible for Accountancy Officer

Job Purpose

- Support service directorates by providing a professional accountancy advice service. Ensure the correct accounting treatment of all revenue and capital income and expenditure in accordance with Accounting Standards, legislation and relevant codes of practice. Assist in the year end closure process. Prepare revenue and capital estimates. Prepare detailed monthly monitoring information and investigate budget variances.
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Main Responsibilities

- Provide accountancy advice and information to directorates so that finances are managed in line with council policy and procedure.
- Prepare revenue and capital estimates ensuring they are in line with Accountancy Standards, legislation and relevant codes of practice.
- Provide detailed monthly revenue and capital monitoring information to enable spending managers to check income and expenditure against budget. Attend monthly meetings with spending managers. Investigate budget variances so that action can be taken to resolve them efficiently and effectively.

- Assist in the year end revenue and capital closedown procedures and input into the Statement of Accounts.
- Complete financial returns to comply with external reporting requirements.
- Reconcile and monitor the council's Collection Fund on a quarterly basis and to produce annual accounts for inclusion in the Statement of Accounts. Provide any information required under the NNDR pooling arrangements.
- Manage special projects in relation to business improvements within the section and with other departments with the aim of realising process and cost efficiencies.
- Manage the implementation of business process improvements within the section, including implementation planning, system process testing, engagement of affected officers, writing of system procedure notes and approval of process improvements with internal staff.
- Manage service area projects in relation to project appraisal and cost benefit analysis. Engage with Heads of Service and spending managers to understand the cost accounting and cost drivers of service areas with the aim of realising process and cost efficiencies and/or income generation benefits to the council.
- Assist in the management of the council's financial management system including software upgrades, training, ad hoc report writing and system reconciliations.
- Manage the insurance function of the council ensuring adequate cover and claims handling arrangements are in place. Assist in the retendering of the insurance contract at appropriate intervals.
- Complete the annual vat partial exemption calculation. Prepare the monthly vat returns. Respond to any vat queries raised by officers.
- Appraise options for lease purchases and maintain records of the council's leasing transactions to ensure that timely payments are made.
- Act as system administrator for relevant financial systems.
- Provide analysis of financial check data for partner companies as appropriate.

Decision making

- Recommend business process improvements and options on special projects.
- Interpret capital accounting regulations and relevant Accounting Standards regulations and apply accordingly.
- Interpret vat legislation and apply accordingly.

- Recommend the best options for lease purchases and amendments to leasing arrangements.
 - Interpret Collection Fund regulations and apply accordingly.
 - Make recommendations regarding the financial viability or otherwise of companies from financial check data.
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Financial Responsibilities

- Monitor capital and revenue directorate annual budgets.
 - Contribute to the budget setting process by preparing salary estimates.
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Key Contacts / Relationships

- Maintain working relationships with Directors, Heads of Service, spending managers, internal audit, external audit and other external partners.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time,

training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Head of Finance and Deputy S151 Officer

Date: July 2015

Version: 1.0

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: SENIOR ACCOUNTANT

Post Number: POST000043

EXPERIENCE

Essential Criteria

- Experience in a relevant financial or accounting environment. A,I
- Experience of budget monitoring and producing budget estimates. A,I

Desirable Criteria

- Experience of business process improvements, project appraisal, cost accounting and cost benefit analysis. A,I
- Experience of systems maintenance and control and software upgrade testing. A,I
- Experience of Collection Fund accounting and pooling arrangements. A,I
- Experience of lease accounting. A,I
- Experience of capital accounting and planning. Accounting for fixed assets and knowledge of relevant accounting standards. A,I
- Experience of vat accounting processes. A,I
- Experience of insurance claim handling and retendering of insurance contracts. A,I

QUALIFICATIONS

Essential Criteria

- CCAB Part qualified accountant or Association of Accounting Technicians (Level 4) with relevant experience. A/D

SKILLS & KNOWLEDGE

Essential Criteria

- Knowledge and understanding of the issues facing local authorities. A,I
- Thorough knowledge of budgeting and monitoring techniques. A,I
- Knowledge of PC software and financial management systems. A,I
- IT literate. A,I
- Effective oral and written skills. A,I
- Ability to work to strict deadlines. Prioritisation and time management skills. A,I

Desirable Criteria

- Knowledge of accounting Code of Practise for local authorities. A,I
 - Knowledge of business process improvements, project appraisal, cost accounting and cost benefit analysis. A,I
 - Knowledge of systems maintenance and control and software upgrade testing. A,I
 - Knowledge of Collection Fund accounting and pooling arrangements. A,I
 - Knowledge of lease accounting. A,I
 - Knowledge of accounting for capital and fixed assets and knowledge of relevant accounting standards. A,I
 - Knowledge of insurance claim handling and retendering of insurance contracts. A,I
 - Knowledge of vat accounting processes. A,I
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OTHER REQUIREMENTS

Essential Criteria

- Business focused approach to budgetary control. A,I
- Ability to work in a team. A,I

Desirable Criteria

- Demonstrable commitment to equality of opportunity. A,I
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ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.1 – Oct 2025