 

JOB DESCRIPTION

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| **JOB TITLE**  **GRADE** | **Accountant** |
| PO1 |
| **REPORTING TO**  **JD REF** | **Finance Manager/Senior Finance Manager/Senior Finance Business Partner** |
| **BUS0150P** |

# PURPOSE

The Accountant is part of a team responsible for supporting non-finance officers in monitoring and maintaining their budgets, as well as supporting technical, finance and accountancy-related responsibilities. The Accountant will provide accurate, timely and comprehensive financial information and lend support to analysis to inform decision-making and financial management activities. The post holder will support the management, development and updating of the medium- term financial strategy and annual budget to ensure that it supports the strategic aims of the Council.

# MAIN DUTIES AND RESPONSIBILITIES

1. Provide financial support and guidance to non-finance teams, assisting them in budget monitoring and maintenance.
2. Assist in the preparation of accurate financial reports, forecasts, and budgets for the assigned teams, ensuring compliance with regulations and policies.
3. Analyse financial data, identify trends and variances and provide insights to support decision-making processes.
4. Collaborate with stakeholders to develop and implement effective financial controls and processes.
5. Contribute to the preparation of year-end accounts, ensuring compliance with accounting standards and statutory requirements.
6. Support senior finance officers in providing financial advice and guidance to senior management.
7. Participate in financial system improvements and contribute to the enhancement of financial reporting capabilities.
8. Stay updated with changes in financial regulations, policies, and best practices, supporting their implementation within the team.
9. Conduct financial analysis and provide recommendations for improving financial performance and efficiency.
10. Undertake any other duties as required by senior management.

# ESSENTIAL CRITERIA

## Qualifications:

1. A recognised professional/technical accountancy qualification/part qualification (e.g. CIPFA, ACA, ACCA, CIMA) or equivalent vocational experience.

## Knowledge & Skills:

1. Solid understanding of financial management principles and practices.
2. Strong analytical and problem-solving skills.
3. Effective communication and interpersonal abilities.
4. Proficiency in financial management systems and software/
5. Advanced Excel skills and familiarity with other MS Office applications.
6. Knowledge of financial regulations and accounting standards relevant to local government.
7. Good technical accounting knowledge.

## Experience:

1. Experience of working in a financial monitoring role.
2. Experience of successfully working in a team environment.
3. Experience of applying technical accounting knowledge as part of financial management practices.
4. Experience of supporting financial year-end/closedown processes.

# DESIRABLE CRITERIA

1. Knowledge of local government finance and budgetary processes.
2. Experience of liaising with external auditors
3. Experience of using financial software packages.
4. Educated to degree level.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location at times (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

**Health & Safety Considerations:**

* Lone working
* Work with VDUs (Video Display Unit) (>5hrs per week)

# Approved by Daniel Kirwan Assistant Director Finance & Investment

# Date Of Approval: November 2023