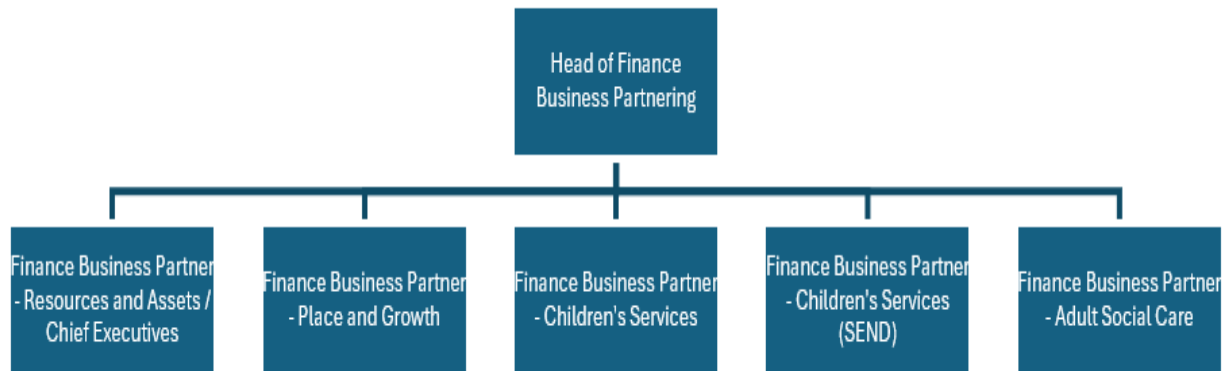
 <b>WOKINGHAM BOROUGH COUNCIL</b>	<h2>Job Description</h2>		Job Reference
			New post
Job Title	Senior Management Accountant		
Service	Finance	Team	Finance Business Partnering
Location	Shute End		
Reports to	Finance Business Partner		
Responsible for	N/A		
Grade 10	Senior Management Accountant		Date
	Fixed Term Contract 18 months Full Time		24 <sup>th</sup> June 2026
<p>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.</p>			
<b><u>Service Purpose</u></b>			
<ul style="list-style-type: none"> <li>• Manage and control the financial liaison between service budget holders and the finance service.</li> <li>• Ensuring finance oversight and scrutiny to improvement programmes, supporting review of processes with the directorate.</li> <li>• Support and lead the development and implementation of the relevant Council's policies and strategies including the Medium Term Financial Plan.</li> <li>• To deliver effective and efficient services offering value for money, contributing to meeting the Council's ongoing financial challenges.</li> <li>• Enable sound financial governance by providing effective and timely budget monitoring information to service directors and the Chief Finance Officer.</li> </ul> <p>Interpretation of legislation and appropriate financial guidance and policies.</p>			
<b><u>Purpose of the role</u></b>			
<p>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 &amp; internal financial control management and support the compilation of Statutory Annual Accounts.</p>			

**Main Accountabilities**

1	Support a range of stakeholders, including Management, to ensure strategic financial decision making, deputising where appropriate
2	Develop and maintain strong relationships with key stakeholders, understanding their business needs
3	Support Finance Business Partner on financial planning, budgeting, forecasting, year-end closedown & and statutory returns
4	Promoting strong financial governance and sharing best practice & support on legislative and guidance changes.
5	To deliver timely, insightful and accurate reporting to management
6	To identify, develop and support opportunities and initiatives to transform the delivery of services across the Council, promoting continuous improvement
7	Assisting with delivery of training on financial acumen to upskill and develop management and the services
8	Identify and support the business to become more commercially minded
9	To always act with respect, integrity and professionalism ensuring customer needs are met and services are delivered effectively and efficiently
<b>Supervision Received</b>	General guidance and supervision provided from Finance Business Partner
<b>Supervision Given</b>	General Guidance and supervision provided to Management Accountant and direct reports
<b>Contacts &amp; Working Relationships</b>	Finance Business Partner / Senior Wokingham Borough Council Staff / Service staff / External Parties.
<b>Management of resources or budget</b>	Support the management of the overall Council Finances.
<b>Special Factors</b>	That in booking leave, regard to prevailing and ongoing workloads and deadlines, and leave arrangements of key co-workers to ensure adequate team cover.  Occasional working outside normal office hours (e.g., meeting attendance, training, workloads)

## 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
	Degree-level, equivalent relevant professional qualifications or expertise	
	Qualified or actively working towards Professional accounting qualifications, CIPFA, ACCA, CIMA or equivalent	
Technical Skills.	Essential	Desirable
	Good IT skills including office and accounting software such as Microsoft Word, Outlook, PowerPoint and Excel	Able to develop ideas and deliver effective strategies/projects
	Able to interrogate & analyse data and information	
	Presentation skills, able to engage an audience. Well-developed written and verbal communication skills	
	Effective strategy and report writing	

	skills, able to make recommendations for decision making	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
	Experience of successfully resolving complex issues that require an element of judgement	
	Experience of identifying, developing and delivering opportunities for improving the service	
	Support and challenge the service to deliver service improvement & decision making	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
	Proven experience of supporting projects to successful outcomes	Experience of championing own ideas and obtaining commitment to allow them to be delivered
	Experience of supporting the development and delivery of policies and strategies	Public sector finance experience
		Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential
		Experience of administering processes to tight timescale and with high levels of accuracy
<b>Completed by:</b>	Asher Stanford	<b>Date:</b> 24 <sup>th</sup> June 2026