Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Senior Accountant
Job Evaluation ID:	2875CE
Grade:	9
Directorate:	Corporate and Regeneration
Division:	Corporate Finance
Section:	Education Finance Team
Location:	Penallta House
Responsible to:	Group Accountant

JOB PURPOSE

Support the Finance Manager and Group Accountant with regards to finance issues in the Education Directorate.

Key functions of budget setting, budget monitoring, year-end closure of accounts and submission of grant claims.

Assist and support Officers to manage spend effectively through the production of regular budget monitoring reports.

Provision of financial advice and accounting support to Service Managers, budget holders.

Contribute to the effective monitoring and evaluation of service performance.

Provide day to day management of the administrative posts within the Team (supporting orders, creditor invoice payments, internal invoicing / recharging).

KEY RESULT AREAS

Support budget preparation, budget monitoring, year-end closure of accounts.

Responsible for Freedom of Information Requests (FOI's) that come into the Team (co-ordination/ and or preparation of information).

Grants Co-Ordinator / Administrator role across the Team / Directorate (revenue).

Specifically working in accordance with corporate deadlines and adhering to deadlines relating to grants.

Support work relating to the Teams Annual Service Improvement Plan.

Provide finance information to support the Finance Manager in terms of reporting requirements (e.g. Senior Management Team, Scrutiny, Cabinet etc).

Review key financial administrative processes and procedures and consider changes and improvements where appropriate.

Develop, implement, and review systems that assist budget holders in the effective management of their budgets.

Project work as determined by the Finance Manager.

DETAILED TASK PROFILE

Responsibility all aspects for the day-to-day management of specified staff. Lead by example and effectively motivate the team.

Liaise with external organisations in relation to grant claims (e.g. Awarding Body, External Audit).

Adhere to the terms and conditions of specific grants that the post is supporting.

Contribute to budget preparations in-line with corporate guidelines and timescales.

Support the closure of accounts in-line with corporate guidelines and timescales.

Advise and update line manager with regards to issues as they arise.

Contribute towards the integrity and accuracy of information on the Authority's ledger.

Provide advice and support with regards to financial coding to ensure that income and expenditure is coded appropriately in the ledger.

Actively seek views of Managers / Budget Holders in relation to information they require.

Actively meet / speak with Managers / Budget Holders to gather information to support financial reporting and projections.

Produce costings on options / scenarios as required.

Grants Co-ordinator / Administrator role within the Directorate. Includes maintaining details of all grant funding into the Directorate and that the terms and conditions are adhered to.

Responsible for Freedom of Information Requests (FOIs) that come into the Team (co-ordination / and or preparation of information).

Contribute towards the Teams Annual Service Improvement Plan and support work relating to producing and updating this Plan.

Contribute towards the Medium-Term Financial Planning process.

Attend and contribute to meetings as required by Senior Managers.

Support the prompt and accurate processing of invoices within the Team, use of purchase card and petty cash.

Advise and support staff within the Directorate with regards to Financial Regulations and Standing Orders. Provide training as required.

KEY WORKING RELATIONSHIPS

Finance Manager (Education).
Education Finance Team – Managers.
Line-management responsibility.
Wider Education Finance Team.
Service Managers / Budget Holders.
Communities for Learning Team.
Welsh Government / External Funding Bodies.
Internal and External Audit.
Corporate Accounts – (including Ledger Team).
Procurement.
Headteachers / Business Managers.

VALUES AND BEHAVIOURS

Accountability

1. **Take responsibility for your work** – Own your decisions, tasks and outcomes.
2. **Deliver on your commitments** – Meet deadlines, honour promises and let your team know early if something might slip.
3. **Be honest about mistakes** – If you make an error, acknowledge it quickly and take action to fix it and learn from it.

Trust

1. **Be honest and transparent** – Communicate openly, tell the truth, and don't hide mistakes or important information.
2. **Act with integrity** – Do the right thing, even when no one is watching, and treat everyone with fairness and respect.
3. **Listen actively and respectfully** – Show that you value others' perspectives by giving your full attention, asking questions, and responding thoughtfully.

Respect

1. **Treat everyone with courtesy** – Act politely, use respectful language, and show kindness in your daily interactions.
2. **Value differences** – Show appreciation for diversity, different ideas and perspectives.
3. **Acknowledge contributions of others** – Give credit where it's due and show appreciation for efforts of others.

Honesty

1. **Communicate clearly and directly** – Be clear, concise and open with your language.
2. **Speak up about concerns or unethical behaviour** – Report issues respectfully and responsibly.
3. **Give honest feedback respectfully** – Share constructive feedback that's truthful, helpful, and aimed at improvement.

Working together

1. **Share information and ideas openly** – Keep colleagues in the loop, collaborate effectively and contribute knowledge that helps the organisation to succeed.
2. **Offer help and support** – Step in when others need a hand and offer your time and skills.

3. **Resolve conflicts constructively** – Address disagreements calmly, listen to all sides, and focus on solutions.
4. **Celebrate team successes** – Acknowledge wins and recognise the contributions of others.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

Full line management responsibility of a team of up to 5 employees. Responsibilities include recruitment, selection, induction and personal development including performance development reviews (MyTime and MyTime Extra), disciplinary, grievance, return to work interviews, approving leave, expense claims, conducting return to work interviews, referrals. The team includes:

Finance Officer
Finance Assistant
Clerical Assistant

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Sole responsibility for laptop.

Data Systems

Shared accountability for the use, management and safekeeping of data systems containing sensitive personal information relating to service users.

WORKING ENVIRONMENT

Flexible post in accordance with the Council's Agile Working Policy. The team work on an agile basis between the office and home. The team attend the Council offices when asked to do so for meetings, specific tasks, supervision and appraisals.

Required to be flexible regarding to working hours.

Occasional requirement to work outside of normal office hours. For example attending meetings, year-end.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre-Employment Medical Assessment:	No
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant Level 4 financial qualification on the Credit and Qualifications Framework for Wales. Or Association of Accounting Technicians (AAT) Level 4.	Consultative Committee of Accountancy Bodies (CCAB) recognised accountancy qualification. NVQ4 in management.
KNOWLEDGE	Microsoft Office and extensive knowledge of Excel. Detailed knowledge of financial administration processes. Sound grasp of the core accounting principles. An understanding of accruals and prepayments.	Knowledge of Olas general ledger.
SKILLS	Ability to interrogate financial databases and interpret data. Supervision and management skills. Excellent organisational skills. Excellent communication skills both written and verbal. Effective interpersonal skills, showing diplomacy, tact, and engagement skills. Ability to provide practical and creative solutions to service issues. Decision making skills. Ability to work productively and effectively under pressure. Ability to work to deadlines and timescales. Ability to analyse data and identify needs / issues.	Welsh language skills.

	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of staff supervision responsibilities. Experience of year end accounting practices. Experience in preparing detailed budget calculations. Experience in providing financial information / analysis. Experience in communicating financial information to non-finance professionals.	Experience within a Local Government finance setting. Experience of supporting grant funded projects / initiatives.
OTHER	Commitment to achieving and maintaining high standards. Demonstrate leadership, organisational and motivational skills in a rapidly changing environment. Ability to travel around the County Borough and beyond.	Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business/work purposes to travel throughout the Borough to attend meetings, visit schools.

HUMAN RESOURCES AUTHORISATION

HR OFFICER:	DATE:
Neil Cooksley	20/10/2026