

JOB PROFILE

Post No.	
Post Title:	Lead Accountant – Major Projects
Unit/Team:	Finance
Grade:	Grade F/H
Service:	Finance and Performance
Reports to:	Technical and Finance Manager
Issue Date:	May 2022

PURPOSE OF THE JOB

Reporting directly into the Technical and Finance Manager this is a key post in the delivery of the Council's Financial Services function.

The Council is embarking on an exciting period of transformation and there are high profile transformation and capital schemes in progress and being developed. Working directly with project managers, the post holder will play a crucial role in the delivery of the schemes.

The post holder will ensure that members and officers are provided with high quality advice and direction on business cases, financial strategies, policies, standards and practices, enabling timely and well-informed decisions to be made in the knowledge of the impact of those decisions will have financially on the Council.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1. To provide a proactive financial advisory service and act as the Council's expert on all financial matters relating to major projects within the HRA and General Fund
- 1.2. Undertake financial appraisals to advise on strategic investment and disposal options, in accordance with the Council's relevant strategies.
- 1.3. Support the preparation, analysis and delivery of business cases for new activities, investment decisions and decommissioning activities - ensuring that appropriate financial targets are set and that systems are in place to collect sufficient, accurate data on performance.
- 1.4. Recommend and support moves into new income generating areas and advising on the most efficient company structures and other related financial matters.
- 1.5. To undertake financial analysis and options appraisals of investment decisions, transformation programmes and other corporate initiatives and make recommendations to Elected Members and Senior Management Team.

- 1.6. Manage and co-ordinate the planning, monitoring and setting of the annual and multi-year budgets for the projects being supported
- 1.7. Provide/contribute to the preparation of an impact analysis arising from the implementation of changes to capital finance and accounting regulations.
- 1.8. Make a significant contribution towards the production of the Capital Strategy and Treasury Management Strategy, including the monitoring of capital resources and funding sources and their impact on future revenue budgets.
- 1.9. Co-ordinate and report on all budget monitoring for the major projects programme, ensuring all information is meaningful and relevant to the intended audience.
- 1.10. To ensure financial systems and processes are fit for purpose, enabling the organisation to develop and ensuring financial information is clear and accessible
- 1.11. Ensure that capital receipts and other capital income is monitored and accounted for appropriately and that a plan is developed for their future use.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1. Provide training and development of staff carrying out financial activities throughout the Council as requested/required.
- 2.2. Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

- 3.1 The role may be expected to have direct line management responsibility, and matrix manage staff supporting the programme

4. FINANCIAL RESPONSIBILITIES

Responsibility to authorise grant claims and other government returns on behalf of the Council.

Financial Rules and Procedures

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

Copies of these documents will be available within each Department and are also shown in full on the Council's Intranet site under the heading of 'Finance' within 'You and Your Job'.

All employees who carry out any financial activities must ensure that they are familiar with, and always comply with, the Council's financial rules and procedures.

5. RESPONSIBILITY FOR ASSETS AND DATA

Have a responsibility for ensuring that information created, received, acted upon or passed on is accurate in conjunction with the Council's Data Quality Strategy.

Be aware of how the day-to-day activities of the post contribute to the calculations of performance indicators and other key business information on which key decisions are based.

Responsible for all assets and data used to carry out the duties of the role.

6. EXTENT OF PUBLIC CONTACT

- Works with Executive Director, senior officers and Councillors within the Council
- Liaises with professional members of other local authorities, Government departments, the External Auditor and members of other professional bodies on professional accountancy and financial issues
- Maintains contacts with consultants and suppliers of IT and with representatives of other services
- Responds to enquiries from members of the public and gives financial advice to Councillors when requested
- Prepares responses for requests under Freedom of Information

7. WORKING CONDITIONS AND ENVIRONMENT

Office based.

The post holder will occasionally be required to attend Committee meetings as the Finance representative and deputise for others as required. This will result in the post holder working outside normal working hours on these occasions.

8. CORPORATE RESPONSIBILITIES

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: The Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management

Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Lead Accountant

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Person Specification				
Job Title		Lead Accountant – Major Projects		
Category	Essential/ Desirable	Criteria		How Identified
Experience	E	1.	At least three years' experience in a professional finance environment preferably within the public sector.	2+4
	E	2.	A full understanding of up-to-date Local Government finance policies and accounting requirements and of relevant legislation.	2+4
	E	3.	Experience of developing and maintaining good working relationships with colleagues and external contacts to achieve service outcomes.	2+4
	D	4.	Experience in developing financial systems and processes.	2+4
	E	5.	Experience of producing high quality and accurate financial reports for management information.	2+4
	E	6.	Experience of supporting significant capital and revenue projects	2+3+4
	E	7.	Experience of commercial activity	2+3+4
	E	8.	Experience of undertaking options and financial appraisals and making recommendations based on the outcome of those appraisals	2+3+4
	E	9.	An understanding of the differing tax regimes around major projects and commercial activities	2+3+4
Qualifications	E	10.	Must be a fully qualified or working towards qualification to be a member of one the accountancy institutes in CCAB, preferably CIPFA	2+5
Knowledge, Skills and Abilities	E	11.	Effectively communicate to deliver a positive reputation through relationships with colleagues and customers.	2+4
	E	12.	Establish and promote a customer-focused culture across the service and council.	4
	E	13.	Ability to advise managers and other staff on complex finance related issues.	4
	E	14.	Drive service improvement through challenging processes and ways of working and undertaking complex option appraisal and sensitivity work.	4

	E	15.	Ability to effectively manage a small productive team.	2+4
	E	16.	Preparing complex and detailed written and verbal reports for Senior Management Team and Committees as required.	3+4
	D	17.	Able to deliver finance training programmes to finance and non-finance staff.	2+4
	E	18.	Excellent working knowledge of Excel, Word and other financial systems.	3+4
	E	19.	Ability to produce and understand detailed/complex financial reports (utilising IT systems) to aid decision-making, to be used by a variety of users.	3+4
	E	20.	Challenge processes and ways of working and undertaking complex option appraisal and sensitivity work.	4
	E	21.	Significant levels of knowledge of business planning and option appraisals.	4
	E	22.	Ability to identify commercial opportunities and develop creative solutions to problems to deliver measurable outcomes	4
	E	23.	Able to set and manage goals and deliver work to tight timetables.	4
	E	24.	Ability to demonstrate a continuous approach to learning and development, keeping abreast of changes affecting Local Government finance, by attending relevant seminars, training and undertaking self-learning.	4
Personal Qualities	E	25.	High degree of motivation and personal enthusiasm, and able to use own initiative.	4
	E	26.	Ability to work to tight deadlines and work under pressure to achieve positive outcomes.	4
	E	27.	Politically sensitive	4
	E	28.	Ability to work with confidential and sensitive information.	4
Other Factors	E	29.	To understand and be committed to the Council's Core Values and Vision.	4

1 = test prior to shortlisting 2 = application form 3 = test after shortlisting
4 = interview 5 = documentary evidence

Criteria identified by "2", either singly or in combination with any other number, will be used for shortlisting purposes and details should appear on the application form.