**JOB DESCRIPTION**

**CHIEF EXECUTIVES DEPARTMENT**

**JOB TITLE:** GROUP ACCOUNTANT

**DIVISION:** CORPORATE FINANCE

**GRADE:** BAND 13

**RESPONSIBLE TO:** HEAD OF FINANCE

**POST REFERENCE:**  101100 & 101102

**Purpose of Post**

The Group Accountants are key members of the Corporate Finance Section and will assist the Head of Finance to manage the wider team. The posts have specific responsibility as lead officers for the provision of financial and accounting services for the areas allocated and for the management and supervision of staff deployed to support these areas.

Staff will be expected to interpret their role in the context of the vision, values, strategies, objectives and aims of the Chief Executives Department, and in the broader context of the Council and its partners. In carrying out their role they will be contributing to the development and implementation of national and local policy.

Staff will be expected to contribute constructively to continuous improvement in terms of performance, outcomes, cost and quality. They will promote positive team working with colleagues across the Council, and work in partnership with staff from other agencies, representatives of users and carers, and elected Members as required.

**Key Relationships**

Act as lead financial advisors to Directors and Senior Officers of the Council, Schools and Cleveland Fire Authority (CFA) (where appropriate), including the development of effective working relationships.

**Main Duties and Responsibilities**

1. Preparing reports and attending with or as the Director of Finance and Policy representative at Policy Committee, Working Parties and any other appropriate meetings.

2. Day to day management and supervision of staff allocated by the Head of Finance, including staff development and the deployment of resources to achieve the Sections objectives and to meet all required deadlines

3. The provision of Accountancy Services to the Council, Policy Committees, departments, Schools and Cleveland Fire Authority (CFA) (where appropriate), which includes:

* the preparation of annual and multi-year revenue and capital estimates;
* the monitoring of revenue and capital budgets, grants and other special funding;
* the preparation of final accounts and the annual statutory accounts in accordance with relevant accounting and statutory requirements and liaising with the Councils external auditors;
* providing financial guidance and support to service departments, schools and CFA for new grant funding regimes and subsequent monitoring to ensure compliance of grant conditions including completion of relevant grant claims;
* the compilation of various statutory returns and financial statistics including, but not limited to, Section 251, Consistent Financial Reporting, ASC-FR, APSE, RO and RA returns, expenditure publication; and liaison with external auditors, grant providers and other external agencies;
* operation of accountancy systems as required;
* financial evaluation of new projects and policies; advising upon and implementing legislation and Government circulars including, but not limited to, the Government’s revenue support regime, accounting requirements in relation to the Collection Fund, and Council Tax setting; financial advice, support and guidance to service departments, CFA and Schools
* assisting budget holders in understanding and managing their budget position;
* coordinate the preparation of financial management reports to Policy Committees;
* oversee the recovery of income from other bodies (such as the NHS/CCG) for jointly-funded services such as Adult Social Care;
* oversee the reconciliation of Direct Payments and ensure surplus monies are returned to the Council
* oversee the day to day management of the Councils money markets in accordance with the Council’s Treasury Management policies and procedures;
* advice to the Director of Finanace on Treasury Management activity in order to secure the Councils long term treasury position;
* oversee the liaison with the Payroll Section to ensure that payroll data from Resourcelink is costed correctly in the financial system;
* Oversee the annual review of means tested allowances within Children’s Services to ensure all assessments are completed in a timely and accurate manner.

4. Assist the Head of Finance interpret revenue and capital funding regimes in relation to the areas allocated.

5. Interpreting, advising upon and implementing where appropriate good accounting practices.

6. Advise on implementation of International Reporting Standards for the Council’s statutory accounts including, but not limited to, supporting the maintenance of the Asset Register.

7. Arrangement of banking and leasing services.

8. Advise upon the financial implications of the Councils partnership with the external IT provider.

9. Advice and support in relation to VAT issues.

10. Support and advice to the CFA Risk Management Community Interest Company (CIC) including, the compilation of the statutory accounts and liaison with the CIC external auditors.

11. Monitoring and analysis of the Collection Fund position, including liaison with the Councils Revenue Section and Parish Councils, on behalf of the Council and the CFA,

12. Deputising for the Head of Finance in his/her absence for issues related to the allocated areas of the Corporate Finance Section.

13. Assist with the setting of rents in accordance with statutory requirements

14. Update, maintain and report on the 30 year HRA Business Plan Model

15. Any other duties and responsibilities of a related nature which may be required and allocated by the Director of Finance and Policy or Head of Finance.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 30th January, 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**