

## Job Description Template

<b>Job Title:</b> Senior Accountant	<b>Business Area/Function</b> Cities and Communities	<b>Date Produced / Last Updated</b> December 2017
<b>Reports To:</b> Principal Accountant	<b>Location</b> North Tyneside	<b>Reference</b>

### Job Purpose

To provide a comprehensive, high quality financial management and accountancy service across the Council, Service Area or service group covering revenue, capital and balance sheet transactions in accordance with accounting standards and legislation, and appropriate Council plans and policies. To assist the Principal Accountant in the planning and development of accounting and financial services and systems within their span of control and influence. To monitor and maintain these services and systems.

To assist in the provision of financial advice and guidance for financial planning. To provide advice and guidance on financial management and accounting issues to Heads of Service, Managers and Budget Holders.

To assist the Principal Accountant in managing finance staff and associated resources.

### Main Duties

- To manage a small number of direct reports following ENGIE's HR practices, policies and procedures
- To schedule and allocate work to staff over the medium to long term
- To plan events and projects over the medium to long term
- Contribute to the development of longer term plans and projects
- Responsible for day to day use of equipment by self and staff
- To ensure regular two way communication with staff
- To take responsibility for health and wellbeing of staff
- To ensure staff maintain high performance and are clear on objectives through one to one supervision and the one HR process. Encourage self development, flexibility and responsibility
- To ensure self and the team maintain the highest regard for customer services whilst understanding the need to effectively manage demand for services.
- To always portray a positive image of ENGIE to employees and customers and deliver on promises
- To ensure that the team's work location meets general health and safety standards and that the team are aware of health and safety responsibilities
- To take a proactive approach to self development and keep knowledge up to date on best practice associated with the area of work
- To be responsible for the overall performance of the team and all associated HR matters

Job Description Template	C-HR-F-024	Version No: 2
Author: ??	Approver: ??	Version Date: February 2017
Security Classification: Internal	Page 1 of 4	

## Job Description Template

- To embrace opportunities for change and to encourage new ways of working including use of technology

### Specific Duties (post holder will be expected to perform some but not necessarily all of these duties)

- To provide a high-quality accountancy and financial management service for a service, or group of services.
- In consultation with Client finance staff to support the development of, and to implement and maintain accounting and financial management systems necessary for the efficient operation of financial management and monitoring of the service or group of services.
- In consultation with Client staff to put in place appropriate coding, accounting, and reporting structures for the service, or group of services, including procedures for the regular reconciliation of control and suspense accounts and feeder transactions.
- To provide support for the formulation of Council-wide accounting standards and procedures. To implement and maintain these standards and procedures across the service.
- To assist in the coordination and preparation of revenue and capital budgets for the service or group of services. To provide technical support on the financial aspects of budget options presented to Cabinet.
- To assist in the establishment of the monitoring of financial and accounting codes of practice and the Council's financial regulations within the service accounts.
- To co-ordinate, and report to management and senior finance staff on, the control and management of service revenue and capital budgets. To work with service heads, managers and budget holders in developing, implementing and maintaining systems for correct budget monitoring and reporting within the service or group of services.
- To identify significant breaches of budgetary control within the service and to assist senior Client staff in formulating actions plans where over spending occurs.
- To ensure that returns and grant claims are completed accurately and within required timescales.
- To ensure that comprehensive financial and accounting records and working papers are maintained for the service or group of services.
- To prepare financial plans, forecasts, strategies and statements relating to the service or group of services, as necessary.
- To assist in the development and implementation of innovative solutions to service delivery.
- To carry out financial appraisals and analysis and provide financial advice to senior finance staff to assist in decision-making relating to the service.
- To provide accounting support for the management and monitoring of efficiency and value for money initiatives within the service area or group of service areas.

Job Description Template	C-HR-F-024	Version No: 2
Author: ??	Approver: ??	Version Date: February 2017
Security Classification: Internal	Page 2 of 4	

## Job Description Template

15. To develop the use of ad hoc computer software for enquiry and reporting purposes.
16. In conjunction with Client finance staff to deal with and resolve complex financial and accounting issues relating to the service in accordance with accounting standards and Council plans and policies.
17. In conjunction with Client finance staff to implement changes arising from new legislation and developments in accounting codes of practice.
18. In conjunction with senior finance staff to prepare the final accounts for a service or group of services, including coordination and management of revenue, capital and balance sheet transactions.
19. To liaise with, respond to, and resolve any financial issues with, the Council's external auditors, agencies and partners.
20. To represent Finance within the Council and externally.
21. To attend committees, meetings and working groups as required. To produce reports and statements for these meetings, and briefings to senior staff.

To carry out other such duties as appropriate.

**Impact:** Provides wide ranging finance support for budget managers and budget holders to interpret budget monitoring and other related information and to support service areas to maintain final control and make best use of their resources.

**Complexity:** Working with complex technical issues in relation to finance

### Qualifications and required experience:

- Qualified ACA/CIMA/ACCA/CIPFA (or part qualified with very extensive experience of working within this area)
- An experienced Finance professional used to operating in a complex environment
- Experience of preparing and submitting management reporting for complex services.
- Strong customer focused approach
- Experience of operating in large-scale complex organisation with diverse stakeholder communities
- Experience of continuous improvement processes.
- Demonstrates understanding in relation to relevant legislation and governance
- Proven ability to perform consistently to tight timescales and with a high degree of visibility
- Proven track record of developing and maintaining strong relationships at all levels.
- Understanding of public sector business is essential
- Experience of delivering professional services in the local government sector is desirable

### Skills:

- Has a broad finance expertise and strong technical skills
- Energetic, strong, self-confident, self-motivated and self-disciplined person

Job Description Template	C-HR-F-024	Version No: 2
Author: ??	Approver: ??	Version Date: February 2017
Security Classification: Internal	Page 3 of 4	

## Job Description Template

- A results orientated individual who relishes challenges and is able to plan effectively to meet tight deadlines
- Strong influencing and interpersonal skills with proven ability to quickly build relationships with clients
- Strong supervision skills
- Confidence to talk with and influence people at all levels
- Ability to translate complex financial information and concepts to non finance colleagues

<b>Level</b>	<b>Pay Grade</b> To be reviewed
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Job Description Template	C-HR-F-024	Version No: 2
Author: ??	Approver: ??	Version Date: February 2017
Security Classification: Internal	Page 4 of 4	