

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Accountant

Vacancy ID: 009593

Salary: £35,229 - £38,052 Annually

Closing Date: 16-12-18

Benefits & Grade

Grade M

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

This is an exciting opportunity to join a well-respected, friendly and motivated finance team delivering financial advice and support across the full range of Council services. We aim to lead financial management so that resources are safeguarded and used appropriately, economically, efficiently and effectively. We are seeking an enthusiastic, hard-working and ambitious individual who is a professionally qualified/part qualified accountant or who can demonstrate extensive relevant experience in previous roles. The successful candidate will be able to demonstrate behaviours which underpin the Council's culture statement.

The postholder will play a key role in supporting the management of the Councils Medium Term Financial Plan, including liaison with budget managers, finance colleagues and other partners.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For an informal discussion, please contact Tony Montague, Senior Finance Manager, on 01642 527433.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Finance and Business Services		Service Area: Finance
JOB TITLE: Accountant		
GRADE: M		
REPORTING TO: Finance Manager/Assistant Finance Manager		
1.	JOB SUMMARY: Under the direction of a Finance Manager or Assistant Finance Manager, the provision of financial services covering one or more of the following : <ul style="list-style-type: none"> • Supporting the development of financial plans and strategies in order to align financial resources to corporate and service strategies and plans. • Providing financial support to a range of projects. • Undertake the budget preparation and monitoring • Deliver the closure of accounts and input into the preparation of statement of accounts and external returns • Implement the Treasury Management strategy through organising loans and investments 	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	Support the Finance Manager / Assistant Finance Manager in the development and maintenance of the Medium Term Financial Plans / Capital Plans
	2.	Provide financial support and advice to Service and Project Managers
	3.	Undertake the budget management process in line with agreed risks and standards including developing projections using activity data and trends and liaise with Finance Managers with responsibility for strategic financial advice
	4.	Analyse trends and develop forecasts using budget and activity data to inform and influence the MTFP and Capital Programme
	5.	Deliver the closure of accounts for the service area in line with Corporate standards and timescales
	6	Support the Finance Manager/ Assistant Finance Manager in analysing and interpreting legislation, government guidance and initiatives covering the area of responsibility and assess the financial implications, risks and opportunities for the Council
	7	To provide financial support to a range of projects
	8	Support the development of Bids and completion of statutory returns and grant claims in line with established timescales
	9	To support and promote the development and improvement of the Finance and Business Services Directorate and the Council and promote strong and effective employee engagement
	10	To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed

11	To appraise staff and to assist in their training and development and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
12	To maintain a balanced and sustainable Medium Term Financial Plan
13	To continue to improve the efficiency and effectiveness of our services
14	To ensure the Council uses its resources and assets effectively
15	To develop and ensure delivery of robust governance framework

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated

March 2018

PERSON SPECIFICATION

Job Title/Grade	Accountant	M
Directorate / Service Area	Finance and Business Services	Finance
Post Ref:	20365	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications		<ul style="list-style-type: none"> • CCAB Qualified 	Application form
Experience	<ul style="list-style-type: none"> • Significant Financial Management experience 	<ul style="list-style-type: none"> • Local Government or Public Sector experience • Working in partnership 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> • Legislation affecting Local Government Finance • Demonstrable knowledge and understanding of the current issues faced by Local Government. • High Level of Communication Skills • An understanding of business planning and performance management 	<ul style="list-style-type: none"> • Familiarity with and the ability to use information technology to improve processes. 	Application/Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Adaptable to change • Effective communicator • Creativity and 		Application / Interview

	innovation <ul style="list-style-type: none"> • Customer focus • Planning and organising • Strategic thinking • Personal effectiveness 		
Other requirements			

Person Specification dated March 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.