



Job profile

Accountant

Grade J/K

Group: Corporate Resources

Service: Corporate Finance

Location: Civic Centre

Line Manager: Group Accountant

Car User Status: Casual

Job Purpose

To assist in the overall management and control of Accountancy Service provision.

The key roles of this post will include:

1. To provide professional financial advice and relevant, accurate and timely information to support the strategic planning process and operational management.
2. To represent the Strategic Director, Corporate Resources at meetings and working parties as required and to provide professional financial advice and relevant, accurate and timely information to assist the strategic planning process and operational management.
3. To assist in monitoring, control and management of the financial resources of the Council and associated bodies in line with statutory obligations, standing orders and financial regulations in order to ensure proper public accountability.
4. To carry out research and prepare reports and briefing notes as required.
5. To assist in the development, operation and maintenance of financial information systems, to maximise potential use and improve the flow and quality of financial information.
6. To provide for the maintenance and development of agreed performance standards, indicators and measures ensuring the ongoing provision of an efficient service.
7. To assist in providing positive leadership, clear direction, training and support to team members to ensure high levels of performance.
8. To assist in the relevant training of all stakeholders to ensure high levels of awareness.
9. To ensure that all work carried out within the post holder's areas of responsibility is performed in accordance with the Council's Health and Safety policy.
10. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Local government financial environment.
- Local government accounting standards.

Experience

- Excellent communication skills
- Ability to work with minimum supervision and organise own workload
- Ability to manage workloads within tight deadlines
- Ability to liaise with a wide variety of internal and external clients
- Comprehensive working knowledge of using financial accounting systems and office-based software packages (e.g. Microsoft Word, Excel, PowerPoint & Email applications)
- Providing professional financial advice to a range of stakeholders
- Preparing and presenting financial reports

Qualifications

Grade J:

- AAT qualification or equivalent with relevant post qualification experience or CCAB qualification or equivalent

Grade K:

- CCAB qualification or equivalent and evidence of professional, technical and behavioural competencies as set out by the Deputy Strategic Director, Corporate Finance.

Desirable:

Experience

- Local government finance.
- Building effective working relationships

Qualifications

Grade J:

- CIPFA qualification



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Communication and Engagement	Shares and listens to information and ensures employees views are sought out; listened to and make a difference. Facilitates and empowers employees to make things happen. Treats individuals with respect and consideration.
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working