

**Job Description**

**Job Title:** Principal Accountant

**Salary Grade:** Grade 10

**SCP:** SCP 42-46

**Job Family**: OS6

**Job Profile:** OS6

**Directorate:** Corporate Services

**Work Environment:** Office Based

**Reports to:** Finance Manager

**Responsible For:** Various dependent on team structure

**Purpose:** To support the provision of a specialist financial management service through the provision of a range of accounting and financial reporting services which inform and support the decision making requirements of the City Council, associated companies, partners and accountable bodies.

**Main Duties and Responsibilities:**

1. Support the financial planning process for Siglion, including provision of informed and accurate projections and scenarios to enable the production of a robust annual Business Plan for agreement by the Board within agreed timescales.
2. Provision of financial advice and monthly financial management information, including the production of reports to board meetings, to support the financial management of Siglion. Such advice and management to cover revenue, capital and balance sheet areas as appropriate.
3. Responsibility for the technical financial aspects affecting Siglion including cash flow management, income, payments, banking and tax, liaising with, colleagues within the wider finance team and service areas as appropriate.
4. Lead on the annual closedown of Siglion to trial balance position or statement of accounts as appropriate. Liaise with appointed external accountants / auditors to ensure production of final accounts in accordance with timeframes and required standards.
5. Production of high quality government and statistical returns, grant claims, supported by high quality working papers for audit purposes.
6. Provision of financial support and expertise for project development, appraisal and due diligence to ensure that Siglion meets both its regeneration and financial objectives.
7. Undertake assigned service reviews and project work as directed, supported by financial analysis whilst ensuring robust logic and reasoning.
8. Provision of performance monitoring information for the Financial Management Service and, where applicable, Siglion and / or council as a whole.
9. Compliance with relevant accounting standards, good practice and internal accounting requirements as directed to ensure financial records are maintained in accordance with said standards.
10. Support the provision of accurate and timely responses to Freedom of Information requests.
11. Attend meetings representing the Financial Management Service as required within or external to the council, ensuring appropriate advice and direction is provided through effective communication.
12. Remain up to date and report, as necessary, on financial legislation and circulars related to the service area.
13. Ensure a working knowledge of the financial procedures, constitution and delegation schemes that influence and control the relevant council service area and / or Siglion.
14. Any other duties as required by the Finance Manager or Senior Management in the department.

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council .

Comply with the principles and requirements of the Freedom of Information Act 2000

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.