 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>SERVICE AREA:</b>  Finance and Development and Regeneration		<b>JOB TITLE:</b>  Senior Accountant	
<b>GRADE: N</b>		<b>JOB NUMBER:</b>	
<b>REPORTING TO: Finance Manager</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  Under the direction of a Finance Manager the provision of financial services covering <b>one or more</b> of the following : <ul style="list-style-type: none"><li>• Supporting the development of financial plans and strategies in order to align financial resources to corporate and service strategies and plans.</li><li>• Providing financial support and influence to a range of complex projects and programmes including the Council’s Service Reviews programme.</li><li>• Support the Development of the Councils Medium Term Financial Plan, Capital Programme etc.</li><li>• Provide financial support and advice to Directors and Service Managers</li></ul>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	Support the Finance Manager in the development and maintenance of the Medium Term Financial Plans / Capital Programme	
	2	Support and influence the development and delivery of the Councils efficiency programmes and monitor their delivery.	
	3	Provide financial advice and support to a range of complex corporate development projects and initiatives. Develop and evaluate options, determine long term sustainable solutions and safeguard the interests of the Council.	
	4	Provision of financial support and advice to Service and Project Managers.	
	5	The preparation of the budget in line with Corporate standards and timescales.	
	6	Support the development of effective partnerships with other organisations to integrate the financial plans and strategies of partners with those of the Council	
	7	Plan, organise and manage the budget monitoring control process in line with agreed risks and standards.	

	8	Analyse trends and develop forecasts using budget and activity data to inform and influence the MTFP and Capital Programme.
	9	Support the preparation of the Statement of Accounts within legislative timescales and format, completing all statutory returns, questionnaires, statistics and the co-ordination of the completion of all the Councils grant claims.
	10	Co-ordination and preparation of statistical returns and all external Financial Reporting
	11	Support the 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.
	12	Support treasury management activity around investment and borrowing in line with the strategy and, control and monitoring of VAT.
	13	To support and promote the development and improvement of the Finance, Development and Regeneration Services Directorate and the Council and promote strong and effective employee engagement.
	14	To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed.
	15	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
3.	KEY RESULTS/OBJECTIVES	
	<p>Maintain a balanced and sustainable Medium Term Financial Plan / Capital Programme.</p> <p>Continue to improve the efficiency and effectiveness of our services</p> <p>Ensure the Council uses its resources and assets effectively</p> <p>Develop and ensure delivery of robust governance framework</p>	
4.	GENERAL	
<p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.</p>		

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required 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.

**Council Values, Competency Framework, Code of Conduct** - The post holder is required to carry out the duties in accordance with Council values, competency framework, code of conduct, professional standards and promote equality and diversity in the workplace.

**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.

	Name:	Signature:	Date
Job Description written by: (Manager)	.....	.....	.....
Job Description agreed by: (Post holder)	.....	.....	.....




## PERSON SPECIFICATION

Job Title/Grade	<b>Senior Accountant</b>	<b>N</b>
Directorate / Service Area	<b>Finance Development and Regeneration</b>	<b>Finance</b>
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>AAT Qualified</li> </ul>	<ul style="list-style-type: none"> <li>CCAB Qualified</li> <li></li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Significant Financial Management experience</li> </ul>	<ul style="list-style-type: none"> <li>Local Government Accounting</li> <li>Local Government Accounting</li> <li>Organisational Development and Change Management</li> <li>Familiarity with and the ability to use information technology to improve processes.</li> <li>Local Government or Public Sector experience</li> </ul>	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>Demonstrable knowledge and understanding of the current issues faced by Local Government, and in particular key Service Areas.</li> <li>Communication and interpersonal skills</li> <li>An understanding of business planning and performance management</li> <li>An awareness of budget monitoring and the importance of Management accounts/information.</li> </ul>		

Specific behaviours relevant to the post	<ul style="list-style-type: none"><li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li><li>• Adaptable to change</li><li>• Effective communicator</li><li>• Creativity and innovation</li><li>• Customer focus</li><li>• Planning and organising</li><li>• Strategic thinking</li><li>• Personal effectiveness</li></ul>		Application / Interview
Other requirements			

**Person Specification dated      September 2022**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> <b>Finance, Development and Regeneration</b>	<b>SERVICE AREA:</b> <b>Finance Services</b>
<b>JOB TITLE: Senior Accountant</b>	
<b>GRADE: N</b>	
<b>REPORTING TO: Finance Manager</b>	

**The following are the known risks for this role, more than one may apply.  
Where there are no known risks this will be indicated.**

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	N/A
No known risks associated with this role	

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: 

Date: 21/09/22