Job Description

Post title	Corporate Accountant
Grade	N11
Directorate	Finance and Investment
Team	Finance
Reporting to	Head of Finance
Responsible for	Finance colleagues as required

Job Purpose

To act as the Authority's lead specialist adviser on technical finance matters, providing expert advice on capital financing, treasury management, business rates retention, financial modelling, investments, loans and complex financial transactions. The postholder will lead on the assessment of the financial and accounting implications of significant strategic decisions and investments, provide significant input to the delivery of statutory accounts and external audit requirements, and support the organisation to understand and respond to changing fiscal devolution requirements, including the financial, accounting, governance and assurance implications of new or evolving devolved funding arrangements.

Duties and responsibilities

1. Provide senior technical accounting advice to the Head of Finance, Lead Accountant, senior finance colleagues and wider directorates on complex financial transactions, including (but not limited to) capital loans, financial instruments, minimum revenue provision, capital financing, grant accounting, reserves and balance sheet treatment.
2. Provide financial due diligence and technical accounting input to investment proposals, funding arrangements, business cases and new delivery structures, working closely with finance business partners, investment colleagues and programme leads.
3. Maintain an up-to-date understanding of fiscal devolution developments, including changes to devolved funding, accountability, financial reporting and assurance requirements, and translate these into practical advice, options and actions to enable the organisation to respond effectively.
4. Support the development and application of accounting policies, technical accounting judgements and position papers, ensuring that advice is well evidenced, proportionate and audit defensible.
5. Support balance sheet governance for assigned areas, including financial instruments, ensuring that movements are understood, evidenced and appropriately reported.
6. Maintain effective oversight of externally provided finance services including treasury management operations, providing robust client-side challenge, assurance and validation of outputs.

7. Support the Head of Finance in strengthening the Authority's financial control environment, including the design and implementation of improved processes, controls, guidance and assurance arrangements.
8. Represent Finance on relevant project groups, governance meetings and cross-organisational working groups, ensuring that technical accounting, financial control and compliance implications are fully considered.
9. Contribute to statutory returns, financial reporting, audit committee reporting and other corporate finance outputs as required.
10. Support in the preparation of statutory financial statements, closedown working papers and supporting evidence, ensuring that assigned areas are completed accurately, on time and in accordance with statutory requirements and the CIPFA Code of Practice.
11. Support external audit engagement for assigned areas, ensuring high-quality responses to audit queries, timely provision of evidence and effective resolution of technical issues.
12. Provide technical support, guidance and mentoring to other finance colleagues as required, building capability and resilience across the financial accounting function.
13. Promote continuous improvement across the financial accounting function.

Organisational responsibilities

- **Communication**
  We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**
  All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

  All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**
  We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**
  We promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

  All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance.
- One team.

- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

  This post is not subject to a disclosure.

- **Politically restricted**

  The North East MSA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification: Corporate Accountant

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	• Fully qualified member of a recognised professional accounting body such as CIPFA, ACCA, CIMA, ICAEW or equivalent. • Evidence of continuing professional development and up-to-date technical knowledge relevant to local authority accounting and financial reporting.	
Experience	• Significant experience in local authority finance, public sector financial reporting or a similarly complex financial accounting environment. • Experience of providing technical accounting advice on complex transactions, including capital financing, capital loans, financial instruments, grant accounting, reserves and balance sheet matters. • Experience of reviewing and strengthening financial controls, reconciliations, balance sheet governance and audit evidence. • Experience of working with senior finance colleagues, auditors, service leads and external partners to resolve complex financial and accounting issues. • Experience of supporting statutory accounts production, year-end closedown, audit working papers and responses to external audit queries.	• Experience of working in a combined authority, mayoral strategic authority or upper-tier local authority environment. • Experience of treasury management, investment accounting, minimum revenue provision or financial due diligence for major projects. • Experience of line management, mentoring or technical supervision of finance staff.
Skills and Knowledge	• Strong knowledge of local authority accounting requirements, including the CIPFA Code, statutory financial reporting, financial regulations and relevant governance frameworks. • Ability to interpret and apply accounting standards, legislation, guidance and professional judgement to complex or novel financial transactions. • Strong understanding of capital accounting and capital financing.	• Knowledge of mayoral strategic authority funding arrangements, devolved funding programmes, investment governance, public sector lending structures or business rates retention schemes.

	• Ability to prepare clear technical accounting papers, working papers, audit evidence and briefings for senior officers and governance meetings. • Excellent analytical, numerical and problem-solving skills, with the ability to identify risks, options and recommended courses of action. • Strong communication and stakeholder management skills, with the ability to explain technical accounting matters clearly to finance and non-finance audiences. • Ability to plan, prioritise and manage competing deadlines, particularly during closedown, audit and reporting cycles. • Confident use of financial systems, Microsoft Excel and reporting tools to analyse, reconcile and present financial information.	• Understanding of treasury management, Prudential Code requirements or wider public sector capital finance frameworks.
Personal Qualities	• High level of professional integrity, sound judgement and accountability. • Confident and credible in providing technical advice, constructive challenge and proportionate recommendations. • Detail-oriented, organised and committed to producing high-quality, audit-ready work. • Proactive and solutions-focused, with the ability to work independently and take ownership of complex issues. • Collaborative and supportive, with a commitment to developing others and strengthening finance team resilience. • Adaptable and resilient, able to work effectively within a changing and high-pressure organisational environment. • Committed to equality, diversity and inclusion and to treating colleagues, partners and stakeholders with respect.	
Additional Requirements	• Ability to work flexibly to meet service requirements, including key statutory reporting, closedown and audit deadlines. • Commitment to the values and behaviours of the North East Mayoral Strategic Authority.	