Job Description

Post title	Senior Accountant
Grade	N9
Directorate	Finance and Investment
Team	Finance
Reporting to	Lead Accountant
Responsible for	No direct line management responsibility. May support, guide and review the work of finance colleagues, apprentices or temporary staff as required.

Job Purpose

To take responsibility for allocated financial accounting, statutory reporting, treasury and cash flow workstreams for the North East MSA. The post holder will own specific areas of the year-end closedown process, lead on the preparation and submission of statutory returns such as the Revenue Account (RA) and Revenue Outturn (RO), maintain key balance sheet reconciliations, prepare high-quality working papers and audit evidence, and support the delivery of accurate, compliant and timely statutory accounts. The role will involve identifying and resolving accounting issues within assigned areas, strengthening financial controls, and providing reliable financial information to enable effective stewardship of public funds.

Duties and responsibilities

- Lead on the preparation, quality assurance and submission of statutory financial returns, including the Revenue Account (RA), Revenue Outturn (RO) and other government returns, ensuring returns are accurate, clearly evidenced and submitted in line with required deadlines.
- Take responsibility for allocated sections of the annual statement of accounts, ensuring working papers, disclosures and supporting evidence are accurate, complete and prepared in accordance with statutory requirements, the CIPFA Code of Practice and relevant accounting standards.
- Own defined year-end closedown workstreams, including the preparation, review and resolution of reconciliations, accruals, prepayments, grant accounting entries and other financial accounting adjustments.
- Maintain ownership of a portfolio of key balance sheet reconciliations, ensuring reconciling items are investigated, cleared or escalated promptly, and clearly evidenced for management review and audit purposes.
- Lead on the preparation of cash flow forecasts and supporting analysis for allocated areas, providing timely information to inform treasury management activity, liquidity planning and financial decision-making.
- Manage day-to-day treasury management records and analysis, including investment, borrowing and cash balances, and prepare information required for treasury reporting, compliance and review.

- Take responsibility for allocated capital accounting processes, which may include maintaining fixed asset records, preparing capital financing entries, reconciling capital grants and supporting reserve accounting.
- Identify, investigate and resolve accounting issues within assigned areas, escalating complex or judgemental matters to the Lead Accountant or Corporate Accountant with clear analysis and recommendations.
- Coordinate the preparation of audit evidence and responses for allocated areas, ensuring audit requests are answered promptly, accurately and with appropriate supporting documentation.
- Review and strengthen financial controls, procedures and documentation across assigned financial accounting processes, making practical recommendations for improvement.
- Provide guidance to finance colleagues on allocated reconciliations, working papers, closedown processes and financial accounting procedures, reviewing work where appropriate.
- Work collaboratively with colleagues across Finance and the wider organisation to secure the information required for statutory reporting, grants, reconciliations, audit and financial control purposes.

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.

North East Mayoral Strategic Authority

Person Specification:

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

	Essential	Desirable
Qualifications	• Qualified accountant with a recognised CCAB or CIMA professional accountancy qualification, or newly qualified and able to demonstrate the technical knowledge and capability required for the role. • Evidence of continuing professional development relevant to financial accounting, statutory reporting or public sector finance.	• Knowledge of local authority accounting requirements and the CIPFA Code of Practice.
Experience	• Experience of working in a public sector finance or accounting environment, with an understanding of the importance of stewardship, probity, transparency and accountability in the use of public funds. • Experience of preparing reconciliations, journals, working papers and financial analysis within a finance or accounting environment. • Experience of supporting accounts production, closedown processes, audit evidence preparation or statutory/financial reporting. • Experience of maintaining accurate financial records and applying financial controls in a complex organisation. • Experience of using financial systems and Microsoft Excel to analyse, reconcile and present financial information.	• Experience of local authority, combined authority or mayoral strategic authority finance. • Experience of treasury management, capital accounting, grant accounting or balance sheet reconciliations.
Skills and Knowledge	• Good understanding of core financial accounting principles, reconciliations, controls and year-end processes. • Ability to prepare accurate working papers, financial schedules and audit evidence with clear explanations and appropriate supporting documentation. • Strong analytical skills, with the ability to investigate variances, identify issues and propose practical solutions.	• Knowledge of local government accounting requirements. • Awareness of public sector audit requirements and financial governance arrangements.

	• Good written and verbal communication skills, including the ability to explain financial information clearly to finance and non-finance colleagues. • Strong Excel and financial systems skills, with the ability to manage data accurately and efficiently. • Understanding of the importance of probity, transparency, audit trails and effective stewardship of public funds.	
Personal Qualities	• Accurate, organised and methodical, with strong attention to detail and a commitment to producing high-quality work. • Able to manage competing deadlines and prioritise effectively during busy reporting and closedown periods. • Proactive and solutions-focused, with a willingness to learn, improve processes and take ownership of allocated tasks. • Collaborative and supportive, able to build effective working relationships across the Finance team and wider organisation. • Demonstrates integrity, discretion and sound judgement when handling financial and confidential information.	
Additional Requirements	• Ability to work flexibly to support key finance deadlines, including year-end closedown, audit and statutory reporting periods. • Commitment to the North East MSA's values, behaviours and equality, diversity and inclusion principles.	