Senior Accountant

Reports to: Service Manager
Direct reports: N/A

Evaluation: **604** points
Grade: **N9**
Reference: **HH272**

Purpose

To provide high quality financial advice on technical areas of work in one or more of the above areas and provide advice and support to staff and customers..

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

PRINCIPAL ACCOUNTABILITIES:

Corporate

1. To undertake work in one or more of the following areas:

    - Preparing revenue budgets including identifying and estimating cost pressures, and providing input to the Council's annual budget and medium term plan.
    - Monitoring and controlling revenue budgets including providing input to section 151 and revenue budget monitor reports.
    - Maintaining and developing accounting records and systems, including understanding and applying relevant statutory and professional requirements in order to prepare final accounts.

- Producing and analysing detailed statistical and management information from a range of sources, and completing more complex government returns and claims.
- Providing financial support to directorates preparing capital projects for inclusion in the Council's capital programme, and on external funding regimes.
- Providing financial support and advice on preparing business plans and business cases.
- Assist in reviewing and implementing financial policies and procedures.
- Providing input to Cabinet and other reports as required.

2. To develop and implement innovative proactive and reactive solutions to funding and accounting issues.
3. To work with budget holders and other clients to deliver a responsive and value adding service.

Directorate

4. To coach and mentor staff on technical areas of work.
5. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
6. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.
7. To support the relevant manager to meet the division's business and service objectives.

External

8. To work with external and partner agencies as appropriate.

9. To represent the Council on relevant external bodies as required.