

Role profile

Job Title:	Accountant – Corporate Resources and Strategy & Change
Department:	
Directorate:	Corporate Resources

Grade:	14
Post no.:	44532
Location:	Perceval House

Role reports to:	Finance Manager - Corporate Resources and Strategy & Change
Direct reports:	
Indirect reports:	Technician

Job description

Purpose of role

Working under the leadership of the Chief Finance (Section 151) Officer to:

To deliver a cohesive finance function in partnership with other finance teams to ensure that services receive consistent messages and service delivery and to support one of the following:

- Adults & Public Health
- Children's
- DSG and Schools
- HRA & Regeneration
- Environment
- Capital & Projects
- Corporate Resources
- Strategy & Change
- Planning and Monitoring
- Financial Control

Key accountabilities

- Support the timely and accurate reporting of services capital and revenue budgets, income and expenditure through budget monitoring, budget setting and producing the authority's final accounts.
- Take shared responsibility for the delivery of the Council's Medium-Term Financial Strategy, including project work.
- Work effectively with services to provide cohesive, high quality

financial advice so that service priorities are delivered within available resources.

- Provide technical advice to services so that the financial aspects of strategic, business and service plans promote and demonstrate best practice, sound financial governance, and deliver value for money.
- Work collaboratively with Finance senior team ensuring the core financial functions make a valuable contribution to the Council Lead the implementation of a business partnering model across Finance
- To support performance improvements with services by building effective relationships and ensuring a high level of financial literacy across the organisation.
- To ensure open and continuous dialogue that promotes understanding of service business requirements and priorities in the context of the Council's Corporate Plan and Medium-Term Financial Strategy, ensuring due diligence and accuracy of all financial analysis.
- Deliver system reconciliations to ensure Councils financial systems are accurate

Management Accounting

- To monitor performance against capital and revenue budgets and review budget forecast information, in conjunction with budget holders and ensure the delivery of high quality financial reporting of Finance and services budget management, to advise the Head of Accountancy and relevant Finance Manager of all financial risks resulting from service decision making, escalating any concerns or issues in a timely manner.
- To identify opportunities for efficiencies or income generation and review new initiatives on a service or corporate basis producing financial models and appraising options so that decisions are made with consideration of resource implications for the directorate and the Council with the approval of the Section 151 Officer.
- To support the accounting function of corporate projects led by the Head of Strategic Finance and Technical Finance ensuring that all objectives and milestones are met to deliver project objectives.
- Support the closure of accounts on behalf of the Finance function to ensure that statutory and Council requirements and deadlines are met. Liaise with departments to ensure the required work is received on time and reorganise work, as directed by the appropriate Finance Manager, where required to meet conflicting deadlines.

- To provide managers and partner organisations with independent analysis and interpretation of financial and performance material, ensuring decisions are made with consideration for financial resources and meet the financial objectives of the Section 151 Officer.
- Assist in the provision of financial training to managers or the development of learning material, on systems, procedures and processes to improve service delivery and standards of financial management across the organisation.
- Support the provision of appropriate, accurate and timely ad hoc management information, verbal and written advice and guidance to all levels of staff, in relation to all aspects of the finance function and in accordance with the Council's policies and procedures and to promote awareness of good financial practice and control.
- To manage own professional development, keep up to date with accounting and relevant statutory legislation, regulations, standards, service developments and initiatives and the Council's policies and procedures to provide high-level accountancy and financial advice to services.
- Maintain the Council's revenue and capital accounting, financial controls and coding structure so that expenditure and income is recorded and reported in accordance with recommended practice. Control access to Finance systems ensuring access is limited to relevant staff so confidential information is controlled and managed in accordance with Data protection requirements.
- Collate and co-ordinate the financial and other information required for the completion of statutory and statistical returns including RO and RA returns. Review and evaluate results, identifying significant anomalies or variances so that appropriate action can be taken.
- Adapt working practices to ensure that new policy or system developments are implemented efficiently across both the finance function and the Council as required.
- Support delivery of large, complex, cross- functional projects scoping and identifying detailed financial requirements. Exercise control over finance workloads, prioritisation and decision making to deliver project and organisational objectives and ensure the Council's financial interests are protected.
- Support the management of the directorate's financial information requirements and develop and implement systems and procedures to ensure appropriate and relevant information is available to assist managers in budget management and control.
- To quality assure work and advice to ensure it is delivered consistently in regard to both technical accuracy and meets the financial objectives of the Section 151 Officer

- To understand, interpret and communicate the impact of new accounting policies and procedures in line with government, accountancy bodies, the Section 151 Officer and authority initiatives and objectives.
- To promote and implement Council's policies and procedures including equalities and diversity, health and safety, security and the use of personal data

Key performance indicators

- Timely and accurate reporting of the authority's capital and revenue, income & expenditure
- The delivery of a quality service across all the services supported by a customer focused business partnering model.
- Accurate monitoring and reporting of the Devolved Schools Grant and Housing Revenue Accounts
- Identifying opportunities for continuous improvement within Finance and Services

Key relationships (internal and external)

Internal

- Chief Finance (Section 151) Officer
- Executive Directors and teams
- Head of Accountancy
- Head of Strategic Finance
- Head of Technical Finance
- Finance Managers
- Head of Audit & Investigation
- Head of Local Taxation & Accounts Receivable
- Elected Members

External

- All relevant partner organisations for whom and with whom the Council does business including other local authorities.
- Representatives of the key government departments, external auditors, national bodies and network groups

Authority level

- As set out in the Constitution and Scheme of Delegated Powers.
- Deputise for Finance Manager in area of responsibilities.

Person specification

Community and partnership working are essential for all roles.

Essential knowledge, skills and abilities

1. Experience of supporting a business partnering model
2. Knowledge and understanding of legislation, accounting standards and accounting codes of practice governing local authority accounts and financial procedures.
3. Ability to present complex financial issues to non-accountants.
4. Ability to build and maintain effective relationships with staff and managers to achieve Corporate and Departmental objectives.
5. Ability to deliver customer focused services and service improvement, managing demands and pressures on the service and tight deadlines.
6. Ability to implement business process improvement projects and deliver financial savings.
7. Ability to exercise initiative and good judgement in delivering service and council aims and objectives within a challenging and political environment
8. Ability to deliver strategic finance support and advice to senior management
9. Excellent written and oral communication skills
10. ICT literate with the ability to use all Microsoft Office applications including Excel, Outlook and Word

Essential qualification(s) and experience

1. Either CIPFA, CCAB or CIMA qualified or working towards qualification.
2. Experience of working alongside senior managers in a complex organisation

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place. • Can see and appreciate things from a resident point of view. • Understands what people want and need. • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time? • Is open and honest. • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas. • Challenges constructively and respectfully listens to feedback. • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost. • Brings in ideas from outside to improve performance. • Takes calculated risks to improve outcomes. • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making. • Makes things happen. • Acts on feedback to improve performance. • Works to high standards