

Job Description and Person Specification

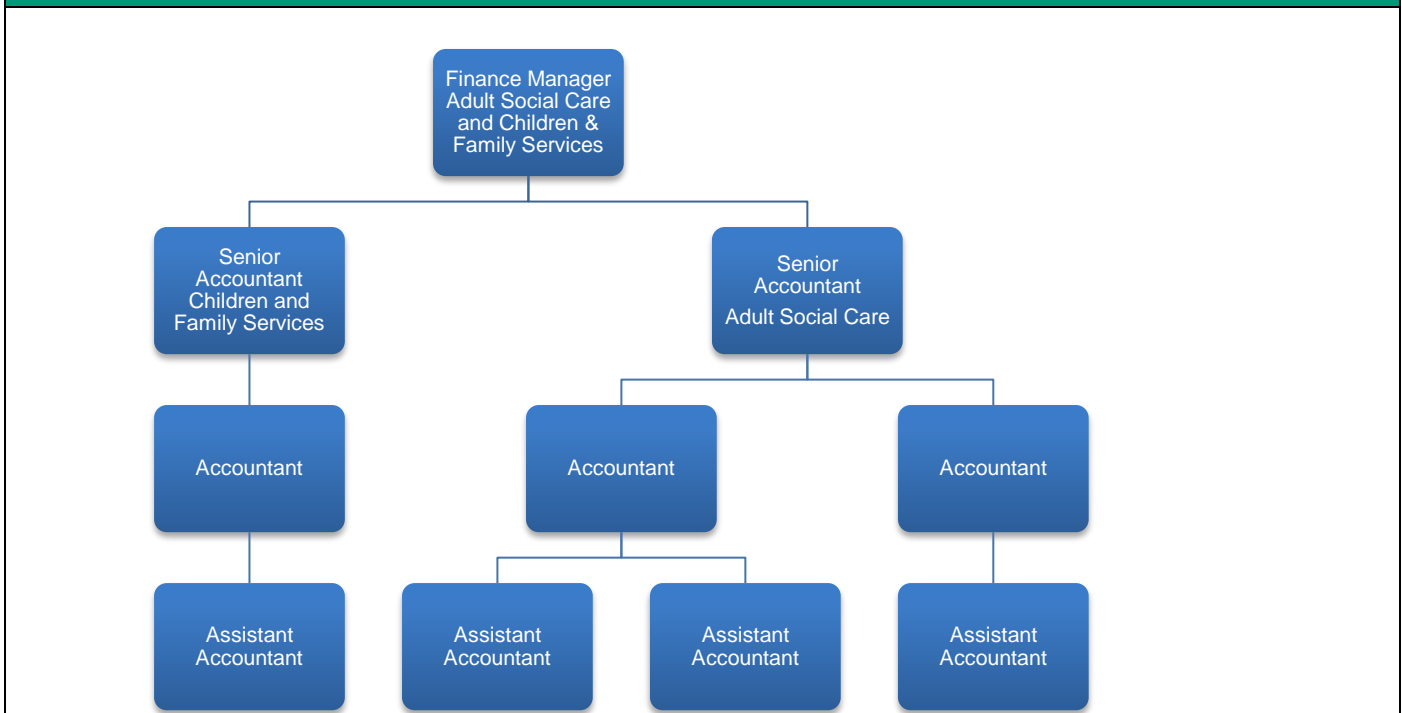
Job title:	Senior Accountant
Directorate:	Resources
Service:	Finance & Property
Team:	Accountancy
Post number:	02332
Salary grade:	J
Work location:	Market Street
Reports to:	Finance Manager (Adult Social Care and Children & Family Service)
Supervises:	Accountants

Job Purpose

To provide the accounting support for Adult Social Care within the People Directorate.

To ensure that management is provided with timely, complete and relevant advice, guidance and information which will enable them to meet the challenges of a rapidly changing environment.

Structure Chart



Main Duties and Responsibilities

1. Responsible for ensuring that policies detailed by the Chief Accountant and Finance Manager are implemented into the work areas covered by the Team. This will involve initiating and designing systems and procedures to suit the requirements of the individual Team and the service unit Managers

Main Duties and Responsibilities

2. Responsible in conjunction with the Finance Manager for ensuring that the standard of work undertaken by their team is maintained and developed to keep pace with changing legislation and the needs of the Client departments.
3. Managing a team of accountants including conducting 121s and appraisals.
4. Responsible for designing and reviewing budget monitoring reports produced by the Accountants. Undertaking discussions with the service unit based on the information contained within the reports and advising where action needs to be taken.
5. Liaise directly with the appropriate service unit on both formal and an ad hoc basis to provide detailed financial advice. This advice will cover all aspects of financial and management accounting. The post holder will be responsible for monitoring the service unit's adherence to the Council's standing orders and financial regulations by reviewing budgetary control reports and by advising the client at the design stage of any new project. The post holder will attend the client's management team meetings on a regular basis to provide financial advice.
6. Responsible for the completion of revenue estimates for the areas of responsibility. Ensuring that budget strategies determined by the Council are fully understood by the unit and are properly implemented.
7. Responsible for the production of final accounts for all areas covered by their team. Personally undertaking the technically complex areas of work and ensuring that accurate and detailed papers are prepared by the team. Work with service managers to ensure all relevant information is obtained.
8. Responsible for ensuring that the control functions covered by the team are properly completed.
9. Design and interpretation of management information for the service unit, and individual Managers. This will involve the application of the full range of accounting techniques combined with an understanding of spreadsheets and the information held by feeder systems.
10. Completion of statutory returns.
11. Manage the work of their team to ensure that it is up to date and that it meets the standards determined by the Chief Accountant and Finance Manager.
12. Provide advice to Managers at all levels, including Heads of Service. This will include formal budget monitoring and advising service units on financial regulation, virement, supplementary estimates etc. together with advice on new projects / developments.
13. Ensure that they keep themselves fully up to date in order to deal with his / her specific areas of technical and central control work.
14. Design, interpret and advise service managers on management accounting issues within his / her areas.
15. The post holder will provide a key link with the service unit and will provide high level financial advice based on the policies adopted in the Finance Unit.
16. There will be daily liaison with the Finance Manager and if necessary the Chief Accountant. The post holder will be given freedom to operate within a decision making framework. The post holder will use

Main Duties and Responsibilities

his / her own resources, judgement and initiative in order to provide an efficient and effective service to all users. He / she will only refer back to the Finance Manager in respect of very complex decisions or decisions that are beyond his / her span of control.

17. Any other duties as being commensurate with the job grading.

18. Promote equality as an integral part of the role, treating everyone with fairness and dignity.

19. Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.

Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Indirect responsibility for revenue budgets

Line manager of accountants within the relevant service structure.

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Part qualified accountant or fully qualified AAT	E	1
Experience		
At least three years' experience in an accounting environment	E	1
Background in local government	D	1
Experience of managing accounting staff in a finance environment	E	2
Experience of training individuals in a finance environment	E	3
Experience of working with and advising senior managers	E	4
Knowledge and understanding		
Knowledge of local government finance	D	1
Knowledge of demand led services and modelling	D	2
Knowledge of grant accounting	D	3
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to manage a range of staff working in support of technical and regulatory disciplines.	E	3
Well-developed influencing and negotiating skills	E	4
Ability to communicate effectively with a wide range of people, verbally and in writing	E	5
Ability to develop new systems and undertake training of users and non-finance professional	E	6
Work-related personal qualities		
Ability to prioritise, manage a complex workload to strict deadlines	E	1
Other work-related requirements		
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	No	
Full, clean driving license	E	1
This role has been identified as public facing in accordance with Part 7	Yes	

of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.		
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