

Role Profile

Part A - Grade & Structure Information

Job Family Code	14BF	Role Title	Chief Accountant
Grade	PS14	Reports to (role title)	Strategic Finance Manager (Corporate)
		Directorate/School	Resources
JE Band	735-879	Service/Department	Finance
		Date Role Profile was created	Feb-20

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To provide a strategic overview of the integrity of the Council's financial position by providing reporting that meets all regulatory requirements. The key output will be the production of the annual statement of the accounts with an unqualified audit opinion
Work Context	<p>To analyse and interpret financial regulations, ensuring the Council is compliant, and that members and senior management understand the impact of any changes in regulations. To ensure that systems are in place throughout the organisation to ensure these regulations are adhered to, through learning and development, appropriate IT systems and sufficient financial controls</p> <p>The context of this post is to work with finance business partners, but to be an independent and critical voice, ready to challenge assumptions and practices that do not comply with financial best practice</p> <p>The authority to do this will be through having an in-depth knowledge of legislative requirements, relevant codes of practice, council financial regulations, as well as policies, strategies and procedures determined by the Chief Finance Officer.</p> <p>By fully managing the process for the production of the annual accounts based on the regulations above and successfully gaining an unqualified audit opinion, this post is a key one in protecting the Council's financial reputation and giving residents confidence that council resources are being used effectively.</p> <p>Robust reporting will come from the development and maintenance of corporate financial systems (including the chart of accounts), processes and controls to ensure the accuracy, robustness and improvement of financial information and reporting.</p>
Line management responsibility	Will have direct line management of one staff member. Will have matrix line management over a number of other team members relating to their financial accounting work, especially at year end.
Budget responsibility if applicable	While this post does not have a specific budget to manage, the work they do on the Council's accounts does directly affect the reporting of the financial position of the council. Significantly material items such as council tax, business rates, pensions and capital spend make up much of the work done for the statement of accounts.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Develop, co-ordinate and support service planning for the service or functional area to ensure the delivery of high quality, value for money and consistent services in line with agreed service standards and statutory requirements.</p> <p>Develop, and recommend policy and practice improvement in the relevant service/functional area, working collaboratively across the area and consulting with key stakeholders, to ensure effective implementation that supports continuous improvement.</p> <p>Provide professional leadership to the team/s and/or colleagues, strengthening skills and competence and fostering a strong culture of standards, performance and accountability to deliver public value and efficiency.</p> <p>As a lead expert in a specialised field provide timely, accurate and customer focused advice and guidance to managers to support good practice and compliance with statutory requirements.</p> <p>Maintain effective budgetary control, while ensuring legal, regulatory and policy compliance within area of responsibility are effectively managed, and that effective systems operate to manage performance and risk.</p> <p>Lead major programmes and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</p> <p>Champion and manage transformational change and embed new ways of working to ensure high quality service delivery and value for money.</p> <p>Work collaboratively internally and externally to ensure that issues are effectively managed and foster partnership working to promote sustainable service improvements and generate efficiencies.</p> <p>On call - be available if required to maintain key service delivery and in the event of a serious incident.</p> <p>Duties for all Values: To uphold the values and behaviours of the organisation(s). Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety policies are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent level professional qualification plus experience at management level in a specialist area in a complex business environment. • Extensive knowledge of the principles of change management, project management and continuous improvement, and their practical application. • Authoritative knowledge of the work practices, processes and procedures relevant to the role, together with broader sector/commercial awareness. • Ability to balance policy development with effective operational management. • Ability to deploy advanced skills to inspire, motivate, coach and develop team members to high levels of performance. • Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals.. • Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility. • High level analytical skills and able to apply evaluative judgement and provide practical and creative solutions. • Proven ability to assess risks and benefits in a complex environment and respond appropriately.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Qualified Accountant, CIPFA</p> <p>Experience in production of year end accounts for local authority</p> <p>In depth knowledge of CIPFA Code and IRFS</p> <p>Experience of communicating financial information to senior management and councillors, as well as external partners such as auditors</p>
Role Summary	<p>Roles at this level are senior managers leading the provision of a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. Role holders are often members of the departmental or service management team and will help to develop the service's strategic aims and objectives. They require expertise in a specialised field or a broad understanding of relationships between different fields, and advise managers and colleagues on good practice and compliance with statutory requirements.</p> <p>This level requires the ability to select, develop and assess the suitability of ways of working, together with highly developed skills in persuading, influencing, developing and motivating people and partnerships to achieve service objectives. Role holders exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance.</p>
To be completed by JE Coordinator	
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