

Job Pack

**Accountant
Business
Partnering**



Lewes District Council



Working in partnership with Eastbourne Homes

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

Job Description

Post Title	Accountant (Business Partnering)
Service Area	Finance
Team	Business Partnering
Grade	F
Reports to	Head of Financial Planning
Date prepared	updated Aug 2022

Job Purpose

1. Be a finance business partner supporting several service areas within Financial Planning and reporting, serving Lewes and Eastbourne Councils, their companies, and their stakeholders in accordance with the Councils' corporate plan, business plans, priorities, and values.
2. Initiating and driving continuous improvement in service performance and efficiency.

Key Tasks

1. To assist the Head of Financial Planning in the proactive review of the Team activities and any related activities and the improvement to suitable standards for internal and external audit compliance. To ensure all audit recommendations related to the post's specialist field are implemented.
2. Where appropriate, manage up to 3 staff directly or indirectly. Lead, mentor and manage staff including setting clear targets and objectives and proactively managing workflow, priorities, and performance; and carrying out effective recruitment, induction, coaching and ongoing staff management and development.
3. To initiate change and continuous improvement in service performance and efficiency. To participate in related training events and provide one to one training to staff when required.
4. To maintain an up-to-date knowledge of legislation, changes in accounting standards, local authority accounting and accounting issues relevant to the service to which they provide finance business partnering.
5. To represent the Councils' interests as required at appropriate working groups as well as in negotiations with external partners, regulatory bodies.
6. To develop financial models to support budget holder business planning and service re-design as required and provide project deliver financial support.

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7. To take proactively collaborate with colleagues as required with a view to improving financial systems and processes across the council, to support budget holders in managing their budgets and reducing transaction processing and to ensure that we comply with financial policy and statute and any necessary amendments are designed and implemented promptly
 8. To represent the Finance service and deputise for more senior finance officers when required at working parties and project teams, both internally and externally. Take responsibility for the financial aspects on allocated projects and work in partnership with services and third-party consultants in the assessment and review of business plans and identify the financial implications and benefit realisations. Ensure the Service and Financial Plan or the relevant company business plan includes all associated costs or savings.
 9. To ensure that all statistical, government returns, and FOI requests allocated to the team are completed within deadlines.
 10. Carry out ad-hoc accounting or other projects as required to meet the demands of the service.
 11. To work as a specialist in the Business Partnering team in supporting Directorates and to support as appropriate with
 - Service and Financial Planning
 - Budget preparation
 - Monthly Budget monitoring
 - Final accounts work
 - Financial advice to services
 - Training budget managers
 - Shared services and support service recharges

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Councils' activities.
4. To understand and apply the Councils' Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.

6. Deputise for Manager and cover absence of other team leaders as appropriate.
7. You will be required to support the Councils' corporate priorities and to ensure business continuity e.g., emergency response, elections, deployment to critical services.
8. Lewes District and Eastbourne Borough Councils are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers, and service providers that are commissioned by the council.

9. To work within the Councils' Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision -Shaping the Future	<ul style="list-style-type: none"> • Understands the Councils' purpose, context, goals, objectives, and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance &Results.	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions, and results. • Takes actions to improve skills, knowledge, and level of contribution. • Seeks and delivers high standards for self, team, and Council
Self Management	<ul style="list-style-type: none"> • Self motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction

Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives
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Management Competencies

Leadership	<ul style="list-style-type: none"> • Inspires and engenders commitment in others. • Leads from the front and by example. • Presents a united corporate view.
Managing and Developing Performance.	<ul style="list-style-type: none"> • Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.
Managing Resources	<ul style="list-style-type: none"> • Ensures the Councils' priorities are achieved through planned action programmes. • Makes best use of resources, ensuring value for money
Managing change	<ul style="list-style-type: none"> • Embraces, facilitates, implements, and manages change to improve and develop services

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• AAT qualification or• qualified by experience with proven track record in an accountancy environment.	<ul style="list-style-type: none">• CCAB qualified• Degree

TRAINING

Essential	Desirable
<ul style="list-style-type: none">• Financial systems• Outlook• Microsoft Office Excel and Word• Financial reporting systems	<ul style="list-style-type: none">• Civica Financials• Business Objects• Microsoft PowerPoint.• Project Management

SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Ability to analyse financial information and keeping accurate financial records.• Advanced financial modelling• Advanced financial and management skills• Able to influence senior officers• Strong Team player• Ability to build positive relationships with colleagues at all levels.• Initiative• Ability to deal with personnel and sensitive work confidentially.• Ability to prioritise, meet deadlines and work effectively under pressure, without direct supervision.	<ul style="list-style-type: none">• Finance Business Partnering skills• Solution focusses• Customer Focussed.• Expert financial modelling skills

<ul style="list-style-type: none"> • Very good written and verbal communication skills, including report writing and presentation skills • Resourceful, innovative organised and IT literate. • Ability to develop positive relationships 	
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KNOWLEDGE

<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and understanding of accounting concepts and rules. • Understanding of preparation and interpretation of Financial Appraisals. • Use of computerised financial information systems and tools • External and internal audit requirements • Basic Knowledge of company law and tax (if required for the specific position) • Data Protection 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the local authority accounting code of practice including main IFRS or UKGAP rules • Expert Knowledge of company law and tax • Understanding of CIPFA’s Service Expenditure Code of Practice
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EXPERIENCE

<p>Essential</p> <ul style="list-style-type: none"> • Proven experience in accountancy, including budgeting, monitoring, financial modelling, and end of year reporting • Proven ability to manage and deliver a demanding workload 	<p>Desirable</p> <ul style="list-style-type: none"> • Good experience in a local authority financial environment • Staff Management
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PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none">• Works within the Councils' Core Competency and Management Frameworks• An engaging, enthusiastic, and positive manner with a strong "can do" approach• Be occasionally available to work additional hours outside of normal working hours• Ability to travel to Lewes and Eastbourne• Willingness to develop skills and knowledge in other areas to provide flexibility within the service	<ul style="list-style-type: none">•

All staff must have an understanding of the Equal Opportunities & Inclusion, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band F.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 32	£36,371	SCP 37	£41,591
SCP 33	£37,568	SCP 38	£42,614
SCP 34	£38,553	SCP 39	£43,570
SCP 35	£39,571	SCP 40	£44,624
SCP 36	£40,578	SCP 41	£45,648

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Councils under the Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks.

Place of Work

Your normal place of work will be from home, however you will be required to attend the offices at either Eastbourne or Lewes, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to:

- Budget for and cover the costs of all expenses incurred (including travel costs) to attend Team Meetings or Events, as well as for training at any of the Councils' sites.

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- Budget for and allocate time to travel to appointments in the Councils boundaries where required. For example, visits that need to be performed as part of your role and cannot reasonably or appropriately be carried out remotely.
 - Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.
 - Continue to participate in all meetings as reasonably required, such as 121 meetings, team meetings, attendance management meetings, or consultations on any proposed changes, such as restructures. Where possible and appropriate, these meetings will be conducted remotely but where it is not possible or it is deemed inappropriate for the meeting to be conducted remotely, you will be required to cover all expenses incurred (including travel) for your attendance at said meetings.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months increasing to three calendar months when paid from SCP 40, to be given by either side.

Basic DBS Check

In the course of your work you will have access to data classified as Restricted by the Government and will therefore be subject to a Standard Baseline Personnel Security Check. Any unspent criminal convictions must be declared.

You should note that your employment in this post remains subject to satisfactory 'disclosure' records being received from Disclosure Scotland.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2022 are:

Pay Range	Contribution
Up to £15,000	5.50%
£15,001 to £23,600	5.80%
£23,601 to £38,300	6.50%
£38,301 to £48,500	6.80%
£48,501 to £67,900	8.50%
£67,901 to £96,200	9.90%
£96,201 - £113,400	10.50%
£113,401 - £170,100	11.40%
£170,101 or more	12.50%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5% increasing to 6.8% when paid from SCP34