

Job Title: Financial Accountant

Function: Corporate and Customer Services

Job Field: Finance

Job Purpose

The Financial Accountant plays an important role in maintaining the Council's financial control and governance framework by:

- Delivering aspects of the specialist financial accounting, treasury management, capital financing and/or tax advisory work necessary to ensure that the Council complies with the complex codes, standards and other regulatory requirements that apply to local authorities, including those related to UK duties and taxes.
- Delivering, with credibility, training and technical guidance to the Council's team of finance professionals that is consistent with their technical capability development plans, and with relevant standards, codes and regulations.
- Promoting and ensuring compliance with the Council's framework of internal financial controls which ensure that the highest standards of financial governance are maintained in all of the Council's decision making and operations. The Financial Accountant supports on any project or programme, as agreed by the Chief, Deputy Chief or Senior Financial Accountant.

Service/Functional Accountabilities

The service / functional accountabilities of the Financial Accountant are:

- To deliver aspects of the Council's statutory financial accounting and reporting requirements, its Treasury Management and capital financing function or other regulatory requirements such as those related to UK duties and taxes, to ensure that the required standards and statutory deadlines are met, working flexibly and taking a 'hands on' approach where necessary to ensure key deadlines are met.
- For assigned areas of specialism, to ensure that all required activity is completed in accordance with the agreed timetable, and in compliance with all relevant standards, codes and regulations, and through active engagement with key stakeholders and colleagues to secure their cooperation and support to meet relevant timescales and requirements.
- To deliver, with credibility and confidence, training and guidance to the Council's team of finance professionals that is consistent with their development plans and with relevant standards, codes and regulations. For the training and guidance to be delivered with credibility and confidence, the Financial Accountant must demonstrate a sound understanding of the subject matter.
- To play a role in the Council's grant system, as relevant to the areas of specialism, to ensure that grant funding is secured and applied to maximum effect, and is managed effectively and accounted for correctly, from award of the grant, right through to final sign off of the grant funded project and any associated returns required by the grant awarding body.
- Support the achievement of an effective and unqualified external audit of the Council's annual accounts and, where relevant, the achievement of favourable outcomes from other external or statutory inspections.

- To promote a strong financial compliance and governance framework, taking corrective action to address non-compliance or perceived weaknesses.
- To undertake any other activities requested by the Chief, Deputy Chief or Senior Financial Accountant.

Skills, Knowledge and Experience

- Must possess a full CCAB qualification, with current membership to a CCAB body and evidence of continuing professional development.
- Must possess a good level of knowledge and understanding of the accounting codes, standards and regulations (including those related to taxes and duties) that apply to local authorities (and, where appropriate, to entities within the Council's 'group' boundary).
- Experience of interpreting technical guidance and of applying this in a practical setting, and of communicating the requirements to stakeholders and other interested parties.
- Experience of working within multi-disciplinary teams and an ability to contribute in a large and complex organisation.
- Ability to establish credibility with finance and other professionals, the external auditor and other key stakeholders.
- Effective interpersonal and communication skills and a strong delivery / performance focus.

Leadership Behaviours/Professional Competence

Acts Strategically

Inspires - Displays a passion for making a difference. Creates and shares an ideal image of what we can become and motivates others to see exciting possibilities for the future.

Innovates - Thinks radically, takes risks and is prepared to make mistakes when looking for new ways to improve services. Sees disappointments as learning opportunities Seeks opportunities to challenge and change the status quo.

Engages People

Enables - Builds energised teams. Creates an atmosphere of trust, respect and dignity so others feel able to experiment with new or innovative ways of working.

Collaborates - Creates and develops networks and involves others to first understand their point of view and then join together in a common purpose. Crosses internal and external organisational boundaries to improve and deliver shared solution and services in ways that achieve mutual gain.

Achieves Results

Delivers - Develops a quality service by valuing and modelling professional excellence and expertise to enable the delivery of commercially, financially viable services, taking account of diverse customer needs and requirements.