Job Description

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| **Job Title** | Senior Accountant |
| **Grade** | P06 |
| **Reporting To** | Finance Manager/Senior Finance Manager/Senior Finance Business Partner |
| **JD Ref** | BUS0146P |

Purpose

The Senior Accountant is responsible for supporting non-finance teams in monitoring and maintaining their budgets, as well as delivering on technical, finance and accountancy-related responsibilities. The Senior Accountant will provide accurate, timely and comprehensive financial information and analysis to inform decision-making and financial management activities. The post holder will support the management, development and updating of the medium-term financial strategy and annual budget to ensure that it supports the strategic aims of the Council.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.

**Role specific duties & responsibilities:**

* Provide financial support and guidance to non-finance teams, assisting them in the fulfilment of their responsibilities as well as the delivery of the Council’s statutory obligations.
* Prepare accurate financial reports, forecasts, and budgets for assigned teams, ensuring compliance with regulations and policies.
* Analyse financial data, identify trends and variances and provide insights to support decision-making processes.
* Collaborate with stakeholders to develop and implement effective financial controls and processes.
* Assist in the preparation of year-end accounts, ensuring compliance with accounting standards and statutory requirements.
* Support the Senior Finance Manager/Finance Manager/Senior Finance Business Partner in providing financial advice and guidance to senior management.
* Mentor and advise junior members of the finance team, providing support and guidance where necessary.
* Participate in financial system improvements and contribute to the enhancement of financial reporting capabilities.
* Stay updated with changes in financial regulations, policies, and best practices, ensuring their implementation within the team.
* Conduct complex financial analysis and provide recommendations for improving financial performance and efficiency.
* Undertake any other duties as required by senior management.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* A recognised professional/technical accountancy qualification/part qualification (e.g. CIPFA, ACA, ACCA, CIMA) or equivalent.
* *Desirable -* Educated to degree level.

**Knowledge & Skills**

* Knowledge of financial regulations and accounting standards relevant to local government.
* Significant experience of budget setting and budget monitoring activity.
* Experience of supporting and challenging budget holders responsible for financial management.
* Excellent technical accounting knowledge.
* Strong analytical and problem-solving skills, with the ability to provide financial advice and guidance to both finance and non-finance colleagues.
* Excellent communication and interpersonal skills, with the ability to build relationships with stakeholders across the organisation.
* Proficient in the use of Microsoft Office, particularly Excel.
* *Desirable –* Knowledge of local government finance and political matters.

**Experience**

* Significant experience of working in a financial monitoring role.
* Experience of successfully working in a team environment.
* Significant experience of applying technical accounting knowledge as part of financial management practices.
* Experience of in-depth support on financial year-end/closedown processes.
* Experience of producing statutory financial returns in line with deadlines.
* Demonstrable experience of maintaining financial control mechanisms, including reconciliation activity.
* Significant experience of working in a financial monitoring role.
* Experience of successfully working in a team environment.
* Significant experience of applying technical accounting knowledge as part of financial management practices.
* Experience of in-depth support on financial year-end/closedown processes.
* Experience of producing statutory financial returns in line with deadlines.
* Demonstrable experience of maintaining financial control mechanisms, including reconciliation activity.
* *Desirable -* Experience of liaising with external auditors
* *Desirable -* Experience of using financial software packages.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By:Dan Kirwan (AD – Finance and Investment).

Date Of Approval: September 2023.