Job Description

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| **Job Title** | Senior Capital Accountant |
| **Grade** | P06 |
| **Reporting To** | Senior Finance Business Partner Capital |
| **JD Ref** | BUS0147P |

Purpose

The Senior Capital Accountant will be responsible for the accurate management and reporting of the local authority's capital expenditure, ensuring compliance with financial regulations and policies. The role will support the effective use of resources and provide advice to budget holders and senior management.

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:**

* Support the capital accounting function, ensuring timely and accurate recording of capital expenditure and income in accordance with accounting standards and local authority policies.
* Prepare and present capital budget reports to senior management, providing analysis and advice to ensure effective financial management of projects.
* Provide financial advice and guidance to budget holders on capital projects, ensuring compliance with financial regulations and policies.
* Monitor capital expenditure against budget, providing regular reports and identifying variances and areas of risk.
* Maintain accurate and up-to-date records of capital assets, ensuring compliance with accounting standards and local authority policies.
* Liaise with external auditors to support the annual audit process for capital expenditure.
* Develop and implement procedures and controls to improve the management and reporting of capital expenditure.
* Provide training and support to staff across the local authority on capital accounting processes and policies.
* Contribute to the development of the local authority's financial strategy, ensuring alignment with capital expenditure plans.
* Undertake any other duties as required by the Senior Finance Business Partner (Capital) or 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 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.
* Experience of managing capital accounting processes, including the preparation of capital budgets and monitoring of expenditure.
* Experience of supporting and challenging budget holders responsible for capital projects.
* Strong analytical and problem-solving skills, with the ability to provide financial advice and guidance to budget holders.
* 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 budgetary processes.
* *Desirable -* Understanding of procurement processes and contract management.

**Experience**

* Significant experience of working in a financial monitoring role, with a focus on capital accounting.
* Experience of working in a team environment.
* *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