 

JOB DESCRIPTION

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| **JOB TITLE**  **GRADE** | **Senior Accountant** |
| PO6 |
| **REPORTING TO**  **JD REF** | **Finance Manager/Senior Finance Manager/Senior Finance Business Partner** |
| **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

1. 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.
2. Prepare accurate financial reports, forecasts, and budgets for assigned teams, ensuring compliance with regulations and policies.
3. Analyse financial data, identify trends and variances and provide insights to support decision-making processes.
4. Collaborate with stakeholders to develop and implement effective financial controls and processes.
5. Assist in the preparation of year-end accounts, ensuring compliance with accounting standards and statutory requirements.
6. Support the Senior Finance Manager/Finance Manager/Senior Finance Business Partner in providing financial advice and guidance to senior management.
7. Mentor and advise junior members of the finance team, providing support and guidance where necessary.
8. Participate in financial system improvements and contribute to the enhancement of financial reporting capabilities.
9. Stay updated with changes in financial regulations, policies, and best practices, ensuring their implementation within the team.
10. Conduct complex financial analysis and provide recommendations for improving financial performance and efficiency.
11. Undertake any other duties as required by senior management.

# ESSENTIAL CRITERIA

## Qualifications:

1. A recognised professional accountancy qualification/part qualification (e.g. CIPFA, ACA, ACCA, CIMA) or equivalent.

## Knowledge & Skills:

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

## Experience:

1. Significant experience of working in a financial monitoring role.
2. Experience of successfully working in a team environment.
3. Significant experience of applying technical accounting knowledge as part of financial management practices.
4. Experience of in-depth support on financial year-end/closedown processes.
5. Experience of producing statutory financial returns in line with deadlines.
6. Demonstrable experience of maintaining financial control mechanisms, including reconciliation activity.

# DESIRABLE CRITERIA

1. Knowledge of local government finance and budgetary processes.
2. Experience of liaising with external auditors
3. Experience of using financial software packages.
4. Educated to degree level

# ADDITIONAL INFORMATION

The job role may require travel between different local sites.

**Health & Safety Considerations**:

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

# DATE OF APPROVAL:

**APPROVED BY:**