 

BUS0147P JOB DESCRIPTION

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| **JOB TITLE****GRADE** | **Senior Capital Accountant** |
| PO6 |
| **REPORTING TO****JD REF** | **Senior Finance Business Partner (Capital)** |
| **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

1. Support the capital accounting function, ensuring timely and accurate recording of capital expenditure and income in accordance with accounting standards and local authority policies.
2. Prepare and present capital budget reports to senior management, providing analysis and advice to ensure effective financial management of projects.
3. Provide financial advice and guidance to budget holders on capital projects, ensuring compliance with financial regulations and policies.
4. Monitor capital expenditure against budget, providing regular reports and identifying variances and areas of risk.
5. Maintain accurate and up-to-date records of capital assets, ensuring compliance with accounting standards and local authority policies.
6. Liaise with external auditors to support the annual audit process for capital expenditure.
7. Develop and implement procedures and controls to improve the management and reporting of capital expenditure.
8. Provide training and support to staff across the local authority on capital accounting processes and policies.
9. Contribute to the development of the local authority's financial strategy, ensuring alignment with capital expenditure plans.
10. Undertake any other duties as required by the **Senior Finance Business Partner (Capital)**

or 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. Experience of managing capital accounting processes, including the preparation of capital budgets and monitoring of expenditure.
3. Experience of supporting and challenging budget holders responsible for capital projects.
4. Strong analytical and problem-solving skills, with the ability to provide financial advice and guidance to budget holders.
5. Excellent communication and interpersonal skills, with the ability to build relationships with stakeholders across the organisation.
6. Proficient in the use of Microsoft Office, particularly Excel.

*Desirable*

*Knowledge of local government finance and budgetary processes.*

## Experience:

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

*Desirable*

*Experience of using financial software packages.*

*Understanding of procurement processes and contract management.*

*Educated to degree level*

# 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**:

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

# DATE OF APPROVAL:

**APPROVED BY:**