

ROLE DESCRIPTION

Job Title	Senior Accountant
Salary Band	33-36
Reporting to	Strategic Finance Manager
Directorate	Resources
Service Area and sub area	Finance
Team	Strategic Finance - Revenue and Grants
Political Restriction	Tbc

1. Primary Purpose of the Post

To provide a comprehensive management accounting support service to The Liverpool Combined Authority. Working as part of a team of Senior Accountants the post holder will act as a Business Partner working with a range of service areas across the organisation, developing effective relationships and providing high quality financial advice and support service.

2. Your responsibilities

- Work closely with service leads to prepare and maintain revenue and capital budgets in accordance with corporate standards and timescales.
- Produce and present high quality financial management information, budget monitoring and other financial reports as requested.
- Provide robust financial advice and actively promote and support financial awareness to budget holders to ensure they are fully equipped to deliver their budgetary responsibilities.
- Gain a good understanding of the allocated service area, its challenges, risks and issues to inform financial forecasts and all financial matters.
- Maintain the integrity of specific service area financial information within the ledger.
- Provide technical advice, guidance, briefings and training as required.
- Support the closure of the accounts and production of statutory returns.
- Contribute to the development and implementation of financial systems and procedures.
- Undertake any other tasks commensurate with the grade as directed.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and Combined Authority safety plan.



This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

3. General Corporate Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

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4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Senior Accountant

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
CCAB (or CIMA) Qualification or actively working towards completing qualifications.	E	A
Evidence and commitment to continuous personal and professional development.	D	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
A demonstrable track record in actively supporting budget holders and providing a comprehensive business partnering service.	E	A/I
A proven track record of successfully setting and monitoring service budgets.	E	A/I
Experience of closing financial accounts in line with accounting practice and challenging closure timescales.	D	A/I
Experience of the delivery of high-quality work to deadlines.	E	A/I
An understanding of local authority finances including the Local Authority Accounting Code of Practice.	D	A/I
Experience in either Capital, Project or Commercial Accounting	D	A/I
A commitment to the LCR and an understanding of its stakeholders.	E	A/I
An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion.	E	A/I
An awareness of the aims and objectives of the Liverpool City Region Combined Authority, its devolution agreement and its structures and relationships with constituent Local Authorities.	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent written and verbal communication skills.	E	A/I
Excellent financial management and analytical skills.	E	A/I
Extensive experience of use and interrogation of financial ledgers	E	A/I



Personal Attributes	E = Essential D = Desirable	Identified By
Ability to work through problems, evaluate options and risks and offer practical solutions.	E	A/I
Ability to proactively engage and develop strong working relationships with a range of professionals.	E	A/I
Ability to plan, prioritise and organise workload and to work to tight deadlines.	E	A/I
Effective decision-making skills.	E	A/I
An ability to challenge processes, procedures and reports and to continually improve standards.	E	A/I
Flexible approach to working hours and willingness to work flexibly as and when required.	E	A/I
Evidence of quality, time management and organisational skills.	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Knowledge of the key issues facing the City Region	D	A/I
Understanding of equal opportunities.	E	A/I

Key to Assessment Methods:

I – Interview	A - Application
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