



<b>Post title</b>	<b>Senior Accountant</b>
<b>Division / Section</b>	<b>Financial Services</b>
<b>Department</b>	<b>Resources</b>
<b>Responsible To</b>	<b>Principal Accountant</b>
<b>Number of post holders</b>	<b>17</b>
<b>Acting up/ Secondment</b>	<b>No</b>

### **Purpose of Job**

The post will make a key contribution to the performance, efficiency and development of a team within the division. Responsible to a Principal Accountant. This will include responsibility for one or more of the following, but the post may be asked to undertake responsibility for another area as required:

- Securing stewardship and safeguarding public money
- Financial strategy and planning
- Budget development
- Budget monitoring
- Preparation of annual statutory financial statements
- Financial accounting
- Financial advice and support
- Best value and value for money
- Major projects and transformational change
- Promotion and delivery of good financial management
- Control of financial systems
- Management information

The post has responsibility in supporting the Head of Finance / Chief Financial Officer to discharge his / her S95 duties.

### **MAJOR TASKS/JOB ACTIVITIES**

Lead on a range of projects / areas of work ensuring outcomes are delivered on time and to a high standard.

Support the development of initiatives, strategic plans and policy development within own area of expertise as required.

Support the effective delivery of excellent public services to our customers, including improving outcomes to those in need of essential quality of life services across both localities and directorates.

Lead on the provision of services, within the relevant area of responsibility, to client departments within the council and identify and resolve financial issues to drive business performance.

Lead on the provision of financial advice and expertise to support the development and management of major innovative projects.

Lead on the provision of financial advice, within the relevant area of responsibility, in line with council policy, procedure and values while minimising any potential risks.

Promote delivery, within the relevant area of responsibility, of good financial management and robust internal controls so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

Lead on ensuring that system controls and processes meet legislative requirements, business needs and contractual obligations.

Subject to the approval of senior managers the post will take responsibility for the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Leadership Team and the relevant committees as well as business and stakeholder groups.

Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment particularly during a time of restructure.

Support the Council's democratic process, including Executive Committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.

Support the Convener / Vice Convener of the Finance and Resources Committee.

Lead on professional development of staff and service improvement.

Lead on management, development and maintenance of the Council's financial ledger, payables and procurement systems for relevant area of responsibility .

## **Supervision and Management of People**

### **(Numbers and type of staff)**

The post will have direct line management responsibility for up to 5 posts, which carry out a range of complex, diverse and distinct tasks and roles within the service. The staffing complement will vary according to the work and projects being managed.

## **Creativity and Innovation**

The post will develop innovative solutions relating to a range of financial issues within the relevant area of responsibility.

The post will develop and refine complex financial models to reflect the financial implications of service options.

### **Contacts and Relationships**

Contacts will relate to the delivery of a specialist service and as such will have a wide ranging impact on council departments, policy, budgets, services etc.

The post may represent the Council to a range of external stakeholders, and should present a positive impression of the Council.

The post will work with other internal departments and a range of external bodies and this will result in a range of outcomes with implications for the overall service and client departments.

The post will provide expert advice and guidance to Heads of Service and senior managers across the Council.

### **Decisions (Discretion)**

The post will make recommendations to Heads of Service and senior management in relation to financial issues and services covering the entire council.

The post will provide advice, recommendations and proposals to Chief Officials and senior management relating to policy, service practice and provision for a specialist service impacting across the council.

### **Decisions (Consequences)**

Decisions will impact on major services and projects covering the entire city.

### **Resources**

The post will not normally be responsible for non staffing budgets.

The post will have shared responsibility for the security and maintenance of council wide information systems.

The post will have lead responsibility for the control and preparation of service budgets totalling up to £200m and giving appropriate financial advice

### **Environment – Work Demands**

The post will prioritise workload in accordance with strategic priority outcomes, changing circumstances and consideration of financial risks. There is a requirement for timely and accurate information to be provided, often at short notice, on significant matters.

Occasional weekend and / or out-of-hours work may be required.

### **Environment – Physical**

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

### **Environment – Working conditions**

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

## **Environment – Work Context**

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

The post may be required to visit a range of Council offices and sites.

## **Knowledge and Skills**

The post requires a full CCAB (Consultative Committee of Accountancy Bodies), or equivalent qualification. Where an individual does not possess such a qualification, relevant experience / demonstrated competence may be taken into account in place of the formal qualification requirements.

The post will also require to undertake highly complex tasks in a wide range of activities requiring the possession of a high degree of professional skill, expertise and judgement. The post will also require additional expertise in one particular area of operations but must also have the knowledge and skills to undertake responsibility for the other areas as well.

This will usually mean the post holder is qualified to degree or postgraduate level.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

## **Organisation Structure**

See attached - specific to area of operation.