

Job description

Job title:	Accountant
Grade:	Dorset Grade 11
Job evaluation reference:	FN512a, b
Job family:	Financial and Commercial Services

Purpose and impact

This role reports to either a Service Manager or a Senior Accountant that manages the teams that have the dual role of enabling the Chief Financial Officer to fulfil his statutory obligations to make safe and efficient arrangements for the affairs of the Council, and to provide all necessary financial advice and support to Directorates and Committees.

Accountants provide professional finance and other technical support services to the Council, ensuring that consistent, accurate and timely financial management information and advice is provided to managers and other stakeholders to enable them to make informed decisions about their services as outlined in the Context Statement.

Key responsibilities

Responsibility for providing a professional accountancy service to the services specified in the context statement.

The post holder is responsible for the proper maintenance of financial records for designated services and the preparation of budgets, forecasts and final accounts in accordance with the Council's policies and professional standards. In addition, complex statistical, financial or technical projects will be assigned, as required.

Typically, the duties may include any of the following:

- Prepare capital and revenue budgets and projections for specified services, in consultation with relevant managers and in accordance with relevant strategies.
- Contribute to the development of Medium-Term Financial Strategy and the preparation of associated plans, leading to improved forward planning.
- Provide support to relevant managers and review groups on the financial aspects of the policy issues under consideration, enabling decisions to be made in the full understanding of the financial consequences of alternatives.
- Maintain accurate accounting records for designated services, including preparation of final accounts to agreed timescales and standards.
- Contribute to the continuous improvement of the underlying systems, enabling preparation of accounts to the legal requirement.
- Provide appropriate financial management information to managers at all levels to enable them to make the best value for money judgements on service provision.



- Evaluate financial, time recording and other statistical information and calculate recharges of services in accordance with appropriate accounting principles. In addition, advise on pricing/trading account issues as required.
- Provide financial analysis and advice to project teams, including those involving outside partners, to maximise the benefits arising from new developments with which the Council is associated.
- Complete Performance Indicators and other statistical returns and maintain appropriate working papers/records to back up information provided.
- Participate in review groups or working parties in relevant areas.
- Contribute to the improvement of processes and the development and effective performance of the team through evaluation and review of current practice.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Level 2 staff - management of staff for whom the post holder is directly responsible, including reviewing staff performance (PDR) and assessing development needs to ensure the effective delivery of services.

Other factors

Responsibility for:

- Personal and shared ICT and other technology
- Frequent input into and interrogation of the Council's financial and operating systems. Development and ownership of budgeting and monitoring spreadsheets for relevant activities.

Working Environment:

Office based post but integrated into the services which it supports so there is a requirement to work flexibly in various locations. The postholder is also required, periodically to attend meetings, locally and regionally.

Contacts & Relationships:

A wide network of contacts within the organisation (at all levels from operational staff to Heads of Service Directors).

Some Accountant posts are required to develop and maintain networks with officers at other Local Authorities and with organisations like CIPFA.

Work Demands:

Conflicting demands and deadlines are a regular feature of the post, including managing demands made by the changing requirements of members, officers and external



organisations. The budgeting, monitoring and final accounts cycle imposes many strict deadlines, around which other work has frequently to be reprioritised.

The post will require the post holder to work occasionally in challenging situations where robust debate occurs.

The postholder will always act as an ambassador for Financial and Commercial Services and will represent the team in a variety of ways including deputising for managers where and when appropriate.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Full membership of the Association of Accounting Technicians (or an equivalent degree/qualification).	Application form
2. Commitment to and evidence of CPD.	Application form
Experience	
3. Evidence of CPD and its benefit to the organisation.	Application form
4. Experience of providing financial reporting, advice and support to a wide range of managers and other stakeholders.	Application form
5. Experience of working collaboratively to deliver common objectives and financial outcomes.	Application form
6. Experience in the use of financial systems for modelling of complex financial solutions.	Application form
Knowledge	
7. Detailed knowledge of legislation and best practice on Local Government accounting relevant to the specific service area(s).	Application form Interview Assessment
8. Working knowledge of the Code of Practice on Local Authority Accounting.	Application form Interview Assessment
9. Detailed knowledge of computerised business applications especially accounting systems and spreadsheets and how they support the financial management requirements of the specific service area(s).	Application form Interview Assessment
Skills and abilities	
10. Appreciation of the local and national issues (financial and non-financial) relevant to the specific service area(s).	Interview Assessment
11. Sound understanding of the principles of financial management.	Interview Assessment
12. Understanding of the links between the work of the finance function and other support services.	Interview Assessment
13. Excellent numeracy and literacy skills.	Interview Assessment
14. Excellent communication skills.	Interview Assessment
15. Excellent interpersonal skills.	Interview Assessment
16. Excellent influencing and negotiating skills.	Interview Assessment



17. Ability to communicate financial matters effectively to operational managers.	Interview Assessment
18. Ability to work with conflicting demands and timescales.	Interview Assessment
Our values	
19. Respect	Interview Assessment
20. Together	Interview Assessment
21. Accountability	Interview Assessment
22. Openness	Interview Assessment
23. Curiosity	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
24. CCAB qualified	Application form
Experience	
25. Experience of effective staff supervision and management. Experience of team planning, objective setting and performance management.	Application form
26. Appreciation of the UK tax system.	Application form
27. Experience of using integrated financial and non-financial information to support decision-making managers.	Application form
Skills and abilities	
28. Appreciation of accounting requirements outside of Local Govt (including GAAP and IFRS).	Interview Assessment
29. Appreciation of the modern business and economic environment within which all organisations operate.	Interview Assessment

Approval

Manager's job title: Head of Strategic Finance

Date: 17 July 2019

