

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.

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- 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.



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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 behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Essential

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. Full membership of the Association of Accounting Technicians (or an equivalent degree/qualification).
2. Commitment to and evidence of CPD.
Experience
3. Evidence of CPD and its benefit to the organisation.
4. Experience of providing financial reporting, advice and support to a wide range of managers and other stakeholders.
5. Experience of working collaboratively to deliver common objectives and financial outcomes.
6. Experience in the use of Financial systems for modelling of complex financial solutions.
Skills, abilities & knowledge
7. Detailed knowledge of legislation and best practice on Local Government accounting relevant to the specific service area(s).
8. Appreciation of the local and national issues (financial and non-financial) relevant to the specific service area(s).
9. Working knowledge of the Code of Practice on Local Authority Accounting.
10. 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).
11. Sound understanding of the principles of financial management.
12. Understanding of the links between the work of the finance function and other support services.
13. Excellent numeracy and literacy skills.
14. Excellent communication skills.
15. Excellent interpersonal skills.
16. Excellent influencing and negotiating skills.
17. Ability to communicate financial matters effectively to operational managers.
18. Ability to work with conflicting demands and timescales.
Behaviours
19. Respect
20. Responsibility
21. Recognition
22. One Team: Collaboration
Other

Desirable

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

Approval			
Manager	Head of Strategic Finance	Date	17/07/2019

