

Job Profile

Position Details	
Post	Deputy Chief Accountant
Service Area	Corporate Finance/Chief Accountant's Team
Reports to	Head of Pensions, Treasury and Chief Accountant
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> • To act as the lead coordinator for the annual production of the Statement of Accounts. • To manage day to day activity within the Chief Accountant's team, including design and implementation of processes and procedures for other staff to follow. • To maintain the integrity of the underpinning chart of accounts, balances and transactions to facilitate all aspects of statutory and management reporting. • To provide technical accounting advice to Council staff to ensure that best practice and relevant accounting standards and guidance is adhered to. • To deputise for the Head of Pensions, Treasury and Chief Accountant as may be reasonably required from time to time in relation to day to day treasury management activity, pensions, banking or cash management.

Main Responsibilities
<ol style="list-style-type: none"> 1. To coordinate the production of the statement of accounts, including managing the closure timetable, and production of the main accounts document and collation of working papers, liaising with key parties within the Council's finance team, and external parties as is necessary. 2. Ensure all staff in the Chief Accountant's Team have adequate supervision, training and support and ensure that tasks are allocated in line with current priorities and deadlines, and work is planned and carried out in accordance with deadlines. 3. To sign off and authorise work completed by members of the Chief Accountant's team (or other staff as necessary), ensuring that best practice is being followed and high standards maintained. 4. To review financial processes, recommend improvements, implement change and provide appropriate training as necessary to other Council staff members. 5. To ensure that there is an effective quality control and compliance monitoring framework to allow early identification of financial issues and risks and their communication to senior managers as appropriate, for example, overseeing the balance sheet reconciliations process. 6. Liaise with external partners and organisations to ensure that relevant financial and non-financial information is provided to support consolidation and reporting. 7. To maintain oversight and control of the Council's primary financial systems including feeder systems and relevant reconciliations. 8. To maintain and control the chart of accounts to facilitate production of accurate and consistent financial information covering both statutory and non statutory returns. 9. To provide advice on non-employee related taxation matters affecting the Council. 10. To ensure that all relevant officers are provided with appropriate support, guidance and training to carry out their financial accounting responsibilities. 11. To implement the procedures the Council has in place to maintain control over accounting

<p>activity, such as balance sheet reconciliations, grant registers, and the Council's asset register.</p> <p>12. To ensure that there is an effective quality control and compliance monitoring framework to allow early identification of financial issues and risks and their communication to senior managers as appropriate.</p> <p>13. To deputise for the Head of Pensions, Treasury and Chief Accountant, as necessary in the case of their absence or otherwise, including provision of advice to senior management or other Council staff, and provision of support and guidance to staff members in the pensions administration and banking teams, and senior pensions and treasury accountant.</p> <p>14. To assist the Head of Pensions, Treasury and Chief Accountant in the management of treasury management activity, such as investments or borrowing, including attending monthly meetings with the Director of Finance to develop and formulate the Council's treasury strategy.</p>
--

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> ▪ Degree level or equivalent qualification plus relevant experience. ▪ Membership of appropriate professional body by examination e.g. CIPFA, or other CCAB body; plus evidence of continuing professional development (CPD). ▪ Experience of working in a financial accounting role, with evidence of having advised senior management in financial accounting ▪ Experience of managing staff members, preferably extending to management of a small team ▪ Excellent communication and analytical skills. ▪ Ability to work with high level internal and external stakeholders. ▪ Ability to exercise initiative and good judgement in delivering service and Council aims and objectives 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check. (Delete if not applicable)</p>

Organisational Structure
See attached

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
		X		
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes (at times)

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	100%	Use of a computer.	Y	100%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.	Y	100%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: