

# Job Profile

Position Details	
Post	Management Accountant
Service Area	Directorate – Director Of Finance /Business Unit – Business Partnering Place/Service – Housing /Section/Team – HfH Finance Team
Reports to	Senior Finance Manager – Management Accountancy
Grade	PO4
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. To provide a financial and management accounting function that supports the achievement of Haringey Council &amp; Homes for Haringey's objectives.</li> <li>2. To promote and support devolved budget management throughout Haringey Council &amp; Homes for Haringey.</li> <li>3. To carry out monthly meetings with budget managers with a view to preparing monthly projections and also preparing budgets and monthly management accounts, providing accounting, budgetary control and financial advice, in respect of both capital and revenue.</li> <li>4. To ensure that managers adhere to the appropriate procedures for the financial administration of their services in line with Scheme of Delegation, Standing Orders and Financial Regulations.</li> <li>5. To ensure that managers throughout the organisation understand their fiduciary duty in relation to organisational resources and budget monitoring</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>6. To assist the Senior Finance Manager(s) in carrying out the budget-setting process for Homes for Haringey in accordance with the instructions of the Director of Corporate Services.</li> <li>7. To assist the Senior Finance Manager(s) in carrying out the year-end closure of accounts for Homes for Haringey and the preparation of financial statements and annual report.</li> <li>8. To assist the Senior Finance Manager(s) in carrying out the monthly management accounting process in accordance with the requirements of the Council, Senior Officers and the Board of Homes for Haringey.</li> <li>9. To take personal responsibility for achieving the required key performance targets of the post and service.</li> <li>10. Promote and represent the organisation at all levels and to external bodies.</li> <li>11. To undertake induction of new staff on matters of basic financial procedures and use of financial systems.</li> <li>12. To prepare reports for Board, Committees and Executive/Leadership Team, with the guidance of the Senior Finance Manager(s)</li> <li>13. To support the Finance Manager in carrying out the work associated with statutory accounting</li> </ol>

14. To be personally responsible for supporting the capital and revenue budgetary control & setting process, in line with the timetable, tasks and instructions of the Senior Finance Manager.
15. To manage staff within in accordance with the company's policies on the performance management and development of staff, and other employment policies

#### **Other Duties and responsibilities**

1. To assist the Senior Finance Manager(s) in carrying out the budget-setting process for Homes for Haringey in accordance with the instructions of the Director of Corporate Services.
2. To assist the Senior Finance Manager(s) in carrying out the year-end closure of accounts for Homes for Haringey and the preparation of financial statements and annual report.
3. To assist the Senior Finance Manager(s) in carrying out the monthly management accounting process in accordance with the requirements of the Council, Senior Officers and the Board of Homes for Haringey.
4. To take personal responsibility for achieving the required key performance targets of the post and service.
5. Promote and represent the organisation at all levels and to external bodies.
6. To undertake induction of new staff on matters of basic financial procedures and use of financial systems.
7. To prepare reports for Board, Committees and Executive/Leadership Team, with the guidance of the Senior Finance Manager(s)
8. To support the Finance Manager in carrying out the work associated with statutory accounting
9. Maintenance of SAP coding structures
10. Review and reconcile balance sheet accounts on a periodical basis
11. Process and approve journal entries and virements with appropriate approval
12. Prepare appropriate working papers for the closing of accounts in accordance with Council's time-scales and standards
13. To provide unit costs or charges for the purposes of benchmarking and VFM reviews
14. Be conversant with the company's financial/management information systems and assist other officers in accessing and interpreting financial information
15. To advise staff on the use of the SAP and Financial Information systems, and to provide appropriate training
16. To maintain an up to date working knowledge of the creditor, payroll and debtor systems, in order to be able to makes decision and resolve queries
17. Ensure that all necessary information is provided in response to requests from Internal and External Auditors in carrying out any reviews or investigations; in line with guidance from the Senior Finance Manager(s).
18. To be personally responsible for supporting the capital and revenue budgetary control & setting process, in line with the timetable, tasks and instructions of the Senior Finance Manager.
19. Collate, validate, and analyse financial data for the provision of information to managers
20. Updating the Senior Finance Manager on issues arising from the budget monitoring process

21. To attend management meetings, when necessary, to advise on accounting and budget monitoring issues
22. To take personal responsibility for ensuring that the statutory accounting procedures are carried out in accordance with the instructions and timetables issued by the council's Section 151 Officer
23. To prepare financial comments within reports for approval by the Senior Finance Manager(s)
24. Support the Senior Finance Manager(s) in managing the staff within the team accordance the performance management framework.
25. To deputise for the Senior Finance Manager in their absence
26. Undertake any other duties consistent with the basic objectives of the post.

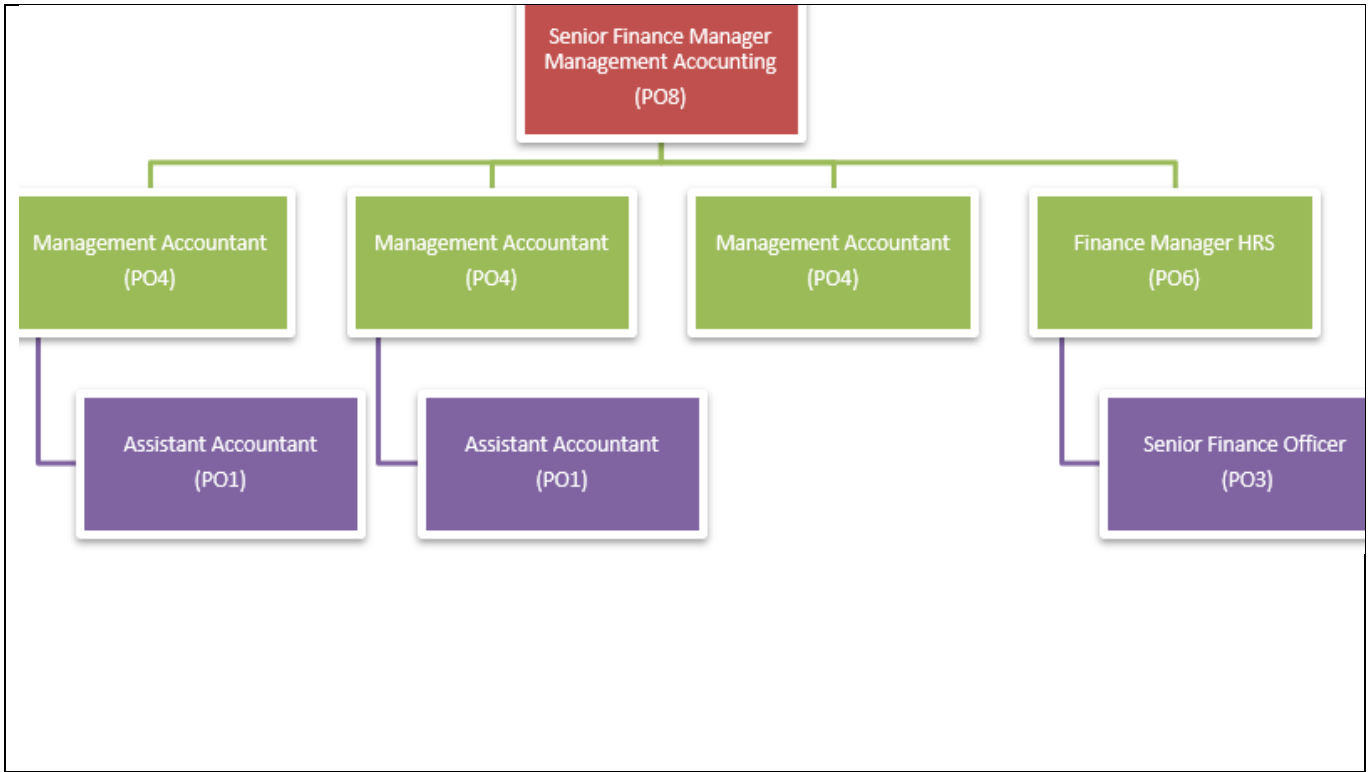
Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing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

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>▪ Knowledge of local government housing finance</li> <li>▪ Knowledge of Standing Orders, Financial Regulations and Scheme of Delegation</li> <li>▪ Knowledge of budget setting approaches and devolved budgets</li> <li>▪ Knowledge of forecasting methodology</li> <li>▪ Knowledge of relevant accounting standards</li> <li>▪ Knowledge of capital accounting</li> <li>▪ Knowledge of SERCoP</li> <li>▪ Knowledge of accounting for a DLO/DSO, Internal Trading Organisation</li> </ul>	Essential Essential Essential Essential Essential Essential Desirable
<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>▪ Part-qualified CCAB accountant or degree in Finance and/or Accounting</li> <li>▪ AAT qualified</li> <li>▪ CCAB Qualified</li> <li>▪ A management qualification at certificate level or above</li> </ul>	Essential Essential Desirable Desirable
<b><u>Skills</u></b> <ul style="list-style-type: none"> <li>▪ Ability to express complex ideas and information in simple terms, orally, graphically, and in writing.</li> <li>▪ Ability to manipulate and analyse large quantities of financial &amp; non-financial</li> </ul>	Essential Essential

<p>data</p> <ul style="list-style-type: none"> <li>▪ Ability to set and manage clear and challenging objectives for staff</li> <li>▪ Ability to communicate openly with staff and delegate effectively.</li> <li>▪ Strong organisational and time management skills and ability to work to tight deadlines.</li> <li>▪ Self motivated and ability to work with minimal supervision</li> <li>▪ Ability to use complex functionality within Excel and Word</li> <li>▪ Ability to work as part of a team</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>▪ Experience of managing an annual budget setting process</li> <li>▪ Experience of managing the year-end accounting process</li> <li>▪ Experience of managing, developing and operating financial systems</li> <li>▪ Experience of financial monitoring and reporting</li> <li>▪ Experience of operating financial systems</li> <li>▪ Experience in managing staff</li> <li>▪ Experience in implementing change</li> <li>▪ Experience of using of Microsoft Word and Excel to an advanced level</li> <li>▪ Experience of liaising with auditors</li> <li>▪ Experience of presenting financial information to a non-finance audience</li> </ul> <ul style="list-style-type: none"> <li>▪ Experience of finance within a large public sector organisation</li> <li>▪ Experience of advising senior managers and Board</li> <li>▪ Experience of Internal Trading Organisation e.g. DLO/DSO</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>▪ Demonstrate flexibility in respect of working hours.</li> <li>▪ Demonstrate a proactive approach to problem-solving</li> </ul>	<p>Essential Essential Essential</p> <p>Essential Essential Essential</p> <p>Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential</p> <p>Desirable Desirable Desirable</p> <p>Essential Desirable</p>
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Other Information
<p><b><u>Other Information:</u></b></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure



## 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/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

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.	Yes	10%	Use of a computer.	Yes	80%
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.		

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.		

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
N/A
<b>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:</b>
N/A
<b>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:</b>
N/A
<b>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:</b>
N/A
<b>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:</b>
N/A
<b>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:</b>
N/A