

Job Profile

Position Details	
Post	Principal Accountant
Service Area	Finance
Reports to	Business Partner/Deputy Chief Accountant/Member of Finance Leadership Team
Grade	PO6
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> • To provide high quality customer focused financial information, training, modelling, analysis, support and advice to stakeholders across the Council, including other finance officers, budget holders and senior managers to support financial reporting, decision making and budget management. • To maintain the integrity of the Council's chart of accounts, balances and transactions to facilitate all aspects of financial and management reporting. • To contribute to the mitigation or resolution of complex financial issues, challenges and risks • To ensure that there is an effective framework for financial reporting, budget setting, forecasting, control and management within the Council for both revenue and capital budgets. • To undertake complex and technical accounting tasks.

Main Responsibilities
<ul style="list-style-type: none"> • To lead on a key area of management or financial accounting and ensure that the council's accounts are compliant with best practice, relevant legislation and codes of practice
<p>Financial Planning</p> <ul style="list-style-type: none"> • To support managers to identify and implement savings, value for money improvements. • To provide high quality financial information and analysis and undertake complex financial modelling and forecasting to support decision making and budget planning. (eg unit costs, trends, cost driver analysis.)
<p>Budget Monitoring/Financial Reporting</p> <ul style="list-style-type: none"> • Prepare or contribute to the preparation of high quality financial reports for both finance and non-finance professionals, including members and senior officers to support proactive and informed decision making • To be responsible for the establishment and maintenance of effective systems and processes for budget management or financial reporting and control. • Provide information to ensure that statutory returns, grant claims, taxation returns, relevant FOI requests and other requests for financial information are produced on a timely and accurate basis. • To be responsible for the establishment and maintenance of an effective quality control and compliance monitoring framework to allow early identification of financial issues and risks and seek remedial actions in the case of budget overspend • Within this framework ensure that there is review and oversight of financial balances, transactions or budget monitoring including reviews of timeliness and quality of forecasts entered by budget holders.

- To work with external partners where relevant to ensure that relevant financial and non-financial information is provided to support consolidation and reporting. (e.g. schools, ALMO, valuers, third party contractors)

Closure of Accounts

- To ensure budget holders are aware of the closure timetable and protocols to follow to ensure that the appropriate year-end adjustments (Accurals, etc) are actioned.
- To satisfactorily respond to complex internal and external audit queries and recommendations in line with the Council's current audit protocol with the aim of continually improving the Council's financial management and reporting.
- To ensure all work undertaken is compliant with Council financial regulations, standing orders, policies and practice, statutory requirements and CIPFA guidance.
- Maintain oversight of the Council's Balance Sheet to ensure that all balances are understood, can be supported and represent real assets or liabilities

Other

- To provide appropriate support, guidance and training to enable officers to carry out their financial accounting responsibilities.
- Participate in all council staff management and development processes including appraisals, my conversation, finance forum etc.
- Ensure all direct and indirect reports in the finance function have adequate supervision, training and support and ensure that tasks are allocated and work is planned and carried out in accordance with deadlines.
- To undertake training and development in order to fulfil the requirements of the role
- To deputise as required for the Business Partner
- To undertake specific complex project work including options appraisal or financial modelling as required

Generic Responsibilities

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 or extensive relevant experience. 	E
<ul style="list-style-type: none"> • Membership of appropriate professional body by examination e.g. CIPFA, or other CCAB body; plus evidence of continuing professional development (CPD). 	D
<ul style="list-style-type: none"> • Excellent communication and analytical skills. 	E
<ul style="list-style-type: none"> • Ability to work with high level internal and external stakeholders. 	E
<ul style="list-style-type: none"> • Ability to exercise initiative and good judgement in delivering service and 	E

Council aims and objectives	
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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none">• Assistant Accountants/Accountants• Business Partners• Senior managers• External and internal audit <p><u>Other Information:</u></p>

Organisational Structure
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?				No (normally will not be required, but may occasionally be required)

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: