
Recruitment information

Job description and person specification

Your title	Chief Accountant
DBS check	Not required
Post number	PRN000270
Your team	Finance
You would be based	Civic Centre, High Street, Esher
Your line manager	Head of Finance



About the role

You will be responsible for the day-to-day management of the accounting function of the Council.
Chief accountant Job Description (1)

The main purpose of the role:

To assist in the development, promotion and management of all aspects of the work of the Finance Team recognising its profile with stakeholders and the major role that it can make to achieving the Council's vision and key developments.

To contribute to the development and implementation of policies for the effective corporate management of the Council as a whole.

Specific duties and responsibilities

Provide appropriate leadership that helps the Team to deliver its objectives in line with the Service Delivery Plan, the Council's Corporate Plan and its vision and key developments.

Take responsibility for the performance of the personnel of the Team reporting to you ensuring that resources are utilised efficiently and effectively taking actions as necessary to achieve agreed targets.

Review national, regional and legislative changes relating to the Team's services. Take appropriate steps to keep Elmbridge at the forefront of providing innovative services, developing new strategies, policies and procedures as necessary.

Actively promote and market the services of the Team and the Council so that they are perceived in a positive way by all stakeholders and partners.

Help, monitor and manage the Council's budgets and ensure that action is taken where spending or income is not in line with the Council's Financial Strategy and/or budgets.

Establish and maintain effective working relationships with Councillors and with all relevant internal and external key partners.

Pursue the principles and practices established in Council strategies including Equality and Diversity, Risk Management, Disaster Recovery, Asset Management etc.

Assist the Strategic Director & Deputy Chief Executive and Head of Finance in ensuring VFM and procedures within the Council to maximise effectiveness of service delivery. Regularly gather information on service improvements/efficiency savings and evaluate the benefits by the use of such techniques as benchmarking and consultation exercises in order to be able to ensure VFM, efficient and effective service delivery.

Help ensure that the statutory provisions governing the functions of the Council are met.

Help ensure that accurate, sound and timely professional advice is provided to Members and the Council Management Board, Officers and other organisations.

Help ensure that the Team secures and maintains a customer-focussed culture and periodically re-evaluates service delivery so as to meet future customer needs.

In respect of claims for external funding, to consult with the relevant Heads of Service, to ensure that expenditure incurred is appropriate and that the correct funding is claimed and applied, and that any independent auditing conditions are met.

To regularly prepare monthly revenue and capital reports for inclusion within the Corporate Monitoring arrangements for presentation to Corporate Management Board, Overview and Scrutiny Committees and Cabinet.

To prepare and advise on reports to Committee concerning financial aspects of those services within the postholder's area of responsibility.

To supervise the reconciliation of control accounts as appropriate.

To work with the Risk Manager to ensure that the Council identifies risks and manages those risks effectively.

Deputise for the Head of Finance in their absence.

Assist with the development of the authority's three year rolling medium term financial strategy, and the preparation of the original and revised forecast and their presentation to Cabinet/Committees as required.

Provide financial information and proactive advice to the Cabinet and Committees of the authority, to the Chief Executive, Strategic Directors and other Senior Officers.

Co-ordinate and prepare the first draft of the statement of accounts of the Council in an efficient and effective manner, approved by the Head of Finance and Strategic Director & Deputy Chief Executive complying with statutory requirements.

Interpret financial legislation and assess the financial implications for the authority.

Develop and maintain good employee relations within the Team through the application of the Council's personnel policies and practices, and through effective communication.

Liaise with external audit on areas within the postholder's responsibility.

To undertake the authorisation of weekly payment runs, monthly payroll runs, daily submission signing of BACS submission files and authorisation of adhoc payments via the online banking system as required.

To undertake systems administration in relation to the Council's online banking and purchasing card systems

Except in exceptional services, to be approved by the Head of Finance the postholder will not be able to take annual leave or flexitime during the period of closing the Council's accounts. Any time accrued over and above the normal working requirements can be taken as TOIL over the remainder of the year.

Budgetary Responsibilities

The Revenue and Capital Budgets for the Council.

Corporate Responsibilities

Assist the Council Management Board in setting and delivering the Council's vision, key developments, Corporate Plan and its strategic direction.

Demonstrate commitment to corporate working including participating in and where appropriate lead on corporate projects and cross cutting issues (e.g. Improvement Projects and Scrutiny reviews etc).

Keep fully informed of key organisational issues and the wider local government agenda so as to be able to respond innovatively and effectively to corporate challenges and opportunities.

Assist and where appropriate take a lead role as a member of the Change Group.

The post holder will be expected to participate in the Council's Emergency Plan and Business Continuity Plan

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Insert title: Chief Accountant

Post No: PRN000270

Team: Finance

Hours: 36 per week

Salary: PO 54 – 60 (£60,529-£67,452)

Car Allowance: C4

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and Education		
Degree Level.	D	(A)(I)
Full Member of a CCAB Body (preferably CIPFA)	E	(A)

Experience		
Significant knowledge/experience of accounting and budgeting processes and frameworks.	E	(A) (T) (I)
Significant experience of working in a financial environment.	E	(A) (I)
Significant knowledge of external funding regimes and partnership working.	D	(A) (I)
Experience of contributing to a major project or task.	E	(A) (I)
Significant knowledge & experience of organisational policies e.g. Financial Procedures.	E	(A) (T) (I)
Significant knowledge and experience of application of CIPFA Codes of Practice.	E	(A) (T) (I)
Knowledge of Local Authority Treasury Management and VAT.	E	(A) (I)

Knowledge, skills and abilities		
Experience in the use and development of computerised financial systems, Excel and Word software packages.	E	(A) (T) (I)
Ability to analyse complex information from a variety of sources in order to develop financial strategies.	E	(A) (T) (I)
Ability to negotiate with non-financial officers to ensure compliance with policies, practices and timetables.	E	(A) (T) (I)
Proven oral and written communication skills.	E	(A) (I)
Able to manage workload to ensure compliance with deadlines.	E	(A) (I)

Special requirements		
Able to demonstrate effective management skills.	E	(A) (I)
Able to work effectively within a team.	E	(A) (I)
Able to show evidence of self-motivation.	E	(A) (I)
Able to demonstrate ability to work on own initiative.	E	(A) (T) (I)