
Recruitment information

Job description and person specification

Your title	Housing, Leisure and Community Support Services Accountant
Post number	PRN000272
Your team	Finance
You would be based	Civic Centre, High Street, Esher
Your line manager	Chief Accountant



Elmbridge

Borough Council

... bridging the communities ...

About the role

You will be responsible for providing financial advice and support to the Housing, Leisure and Community Support Services of the Council.

The main purpose of the role:

To provide financial information and advice to the Head of Finance, Chief Accountant, Team Heads and budget holders in respect of those services within the postholder's responsibilities.

Specific duties and responsibilities

Budgetary

Overseeing the budget performance, preparation of the final accounts, and financial advice to the Housing, Leisure and Community Support Services teams.

To support the development of the Council's rolling medium term financial strategy as the Council's financial advisor to those services within the postholder's responsibilities.

To represent the Head of Finance at meetings of Committees and Groups as required.

To prepare revenue estimates for those services within the postholder's responsibilities in accordance with approved timescales.

To be responsible for the preparation of the Final Accounts for those services within the postholder's responsibilities.

To prepare monthly revenue budget monitoring reports for budget managers within the postholder's areas of responsibility in accordance with approved timescales.

To prepare monthly and quarterly revenue and capital monitoring reports for inclusion within the Corporate Monitoring arrangements for presentation to the relevant Committee or Group.

To prepare government and other statistical returns in relation to the revenue activities of those services within the postholder's responsibilities.

To provide financial background, analysis and advice Review Programmes for those services within the postholders' area of responsibility.

To advise on 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 maintain, update and control the cost coding structure relating to services within the postholder's areas of responsibility.

To advise the Chief Accountant, Head of Finance and Senior Managers of the implications of new legislation and Codes of Practice concerning services within the postholder's area of responsibility.

To monitor and report on the delivery of approved administrative and efficiency savings within the postholder's areas of responsibility.

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

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

To demonstrate commitment to corporate working by participating in corporate improvement projects.

To manage, guide and encourage staff under the postholder's remit.

To show ongoing commitment to personal professional development.

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.

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: Housing, Leisure and Community Support Services Accountant

Post No: PRN000272

Grade: PO38-PO45 (Bar PO41) on full membership of CCAB Body

Team: Finance

Hours: 36 per week

Salary: £46,599-£54,365

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)
Member or part qualified member of a CCAB Body (preferably CIPFA)	E	(A)

Experience		
Significant knowledge/experience of accounting and budgeting processes and frameworks. Significant experience of working in a financial environment.	E	(A)(T)(I)
Significant knowledge of external funding regimes and partnership working.	E	(A)(I)
Experience of contributing to a major project or task.	E	(A)(T)(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)(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)