

Job Description: Senior Accountant



Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Senior Accountant
Service:	Finance
Team:	Finance
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Financial Services Manager
Responsible for:	Assistant Accountants, Financial Services Officers
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Teamwork	In Waverley we value teamwork and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none">Financial support to departments including such areas as the annual budget, monthly monitoring, statutory reporting, Tax and VAT, Exchequer, controls and supporting over all council functionsSupport officers, providing them with high level professional advice on a broad range of financial issuesTo play a significant role in the council's capital expenditure and income monitoring and control process and in preparing the council's statutory annual accounts	

- Responsible for a wide range of financial system and business operational reconciliations.

MAIN DUTIES AND ACCOUNTABILITIES

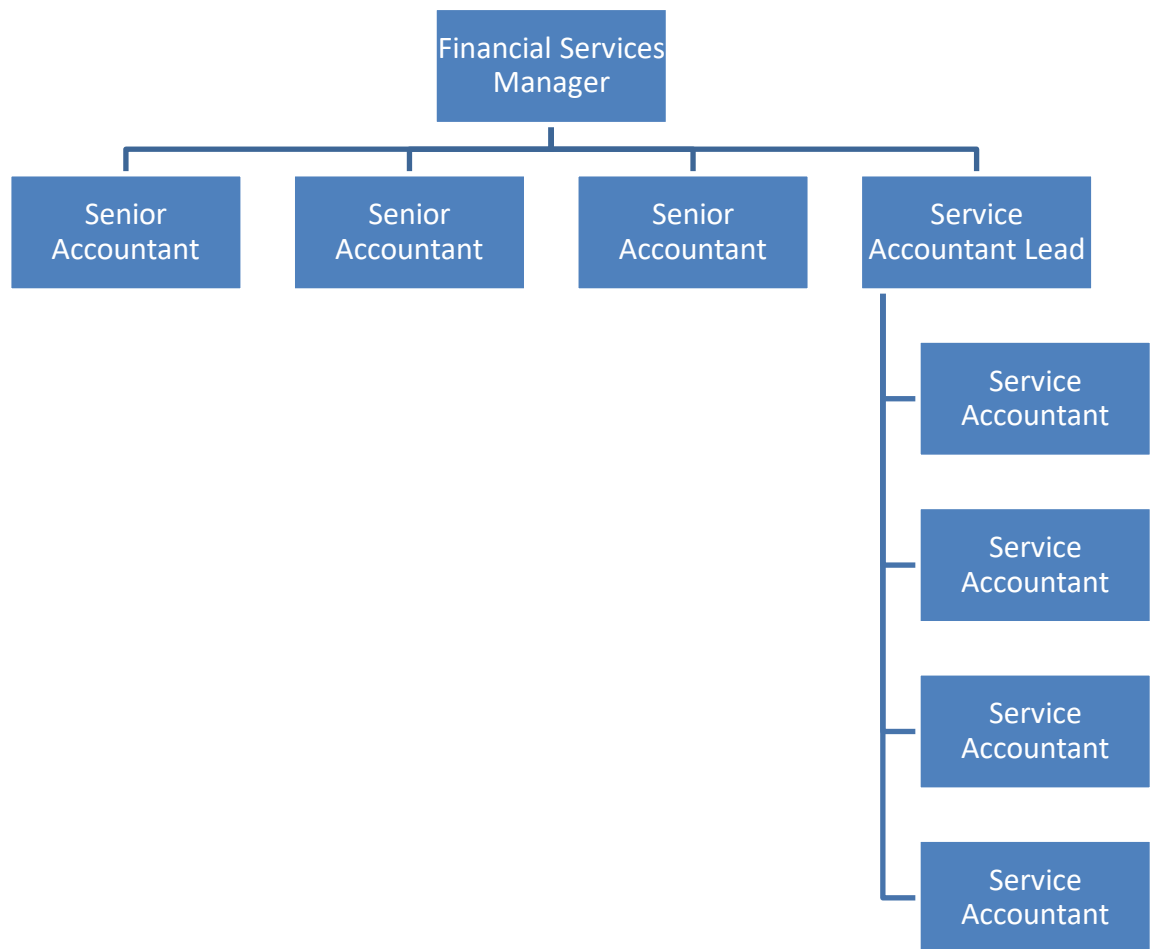
- To undertake the preparation of budgets, to assist service areas with budget projections and provide critical challenge on monthly basis, or as required.
- To ensure a system of adequate internal controls exists in respect of financial matters.
- To ensure that accurate financial returns, to both internal and external bodies are made on a timely basis
- Advise on the financial viability of new or existing projects and policy proposals
- Liaison with both Internal and External Auditors
- To provide advice to service managers on financial matters, including interpretation and compliance with financial regulations
- Support month end and year end processes, preparing performance and other reports
- Keep council's asset register up to date
- System administrator for various systems, working with suppliers on system improvements
- Undertake monthly reconciliations, validations and reporting on all aspects of the council's control function, such as payroll, unmatched system accruals, manual accruals, trial balance and internal recharging etc.
- Production of statistical and data for benchmarking, Freedom of Information requests and other ad hoc requests.
- Report any potential fraud and provide input on minimising the risk of fraud.
- To mentor and supervise junior members of staff.
- To consolidate financial information into meaningful reports for senior managers which provide analysis, outcomes, options and recommendations linked to the overall financial position reported. To ensure that these reports are timely and accurate.
- Attend committee meetings representing the finance service
- To attend department management team meetings to present the financial position, to interpret the outcome and explain any variances.
- To regularly meet with Directors/Heads of Service/Service Managers to review the service provided and make improvements where necessary
- Review the effectiveness and efficiency of policies and procedures for users of the Exchequer's systems and services relating to methods of income and expenditure.
- To prepare forecast summaries and variance analysis to be used in briefing Management Board on the financial performance of the Department being supported.
- To undertake complex projects and/or financial analysis with minimal supervision for activities that may have a material financial impact on the council.
- Deliver financial training initiatives to services

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24-hour window.

<ul style="list-style-type: none"> • Health and Safety Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required 	
DIMENSIONS OF THE ROLE	
<ul style="list-style-type: none"> • Accountancy Section Staffing • Responsible for Assistant Accountant or junior Finance Officers. • Lead on specific areas of setting the Council's revenue budgets • Maintain accounting of Waverley's assets • Develop and monitoring of the capital programmes • Prepare and monitor of Waverley's collection fund 	<p>£500,000</p> <p>c £80 million pa</p> <p>c £500 million</p> <p>c £ 24 million</p> <p>£100 million</p>
AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT	
<ul style="list-style-type: none"> • The post holder is responsible for key Accountancy support services for Waverley Borough Council. This includes setting and monitoring of a balanced budget and preparing reports to Management Board and Members. • To ensure that the Council's final accounts are produced accurately and to the statutory deadline and to liaise with the external auditors. • Returns completed to deadlines. • Financial Controls are operated effectively • Timely and accurate reporting of financial position • Ensuring subordinates are appropriately supervised, performance managed and developed in line with corporate policy. • Effectively promote the Financial Services function through the use of communications methods that demonstrate an appropriate and effective choice of channels, style, language and content to meet the needs of the target audience. • To support the Financial Services Manager to draft and present reports to Council/Committee Meetings, on all aspects of the service. 	
PLANNING/ORGANISING/CONTROLLING	
<ul style="list-style-type: none"> • The postholder will be required to exercise judgement and technical evaluations on a frequent basis. • The postholder will be required to advise the management team and elected members on a range of financial issues with organisational consequences. 	
CUSTOMERS AND CONTACTS	
INTERNAL <ul style="list-style-type: none"> • All Officers at every level EXTERNAL <p>External Auditors, Government Departments, CIPFA</p>	

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to fully demonstrate all essential criteria within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	CCAB Qualified	A/C	Finance or management related degree	C
	Accountancy experience	A/I		
	Financial Reporting and preparation of Statement of Accounts experience	A/I	Project management knowledge and experience	A/I
	Working across services and disciplines with a range of stakeholders	A/I	An understanding of the Legislative framework and accounting Codes of Practice for local authorities	A/I
			Experienced in implementing new processes to achieve improved efficiency.	A/I
KNOWLEDGE /TECHNICAL SKILLS	Use of management information systems/ledgers	A/I	Development of financial management information systems functionality	A/I
	Advanced Excel, Word and PowerPoint	A/I	Knowledge of Safeguarding	A/I
	Ability to extract, analyse, interpret and summarise key business information from various sources	A/I		
	Demonstrate a high degree of numeracy	A/I		
	Effectively apply personal influencing and relationship skills	A/I		

	Demonstrate ability to apply political skills	A/I		
COMMUNICATION	<p>Ability to work collaboratively with staff at all levels and to communicate effectively through articulate written reports and persuasive verbal presentation</p> <p>Ability to reach agreement through negotiation</p> <p>Promote a culture of open communication and able to role model desired behavioral outcomes</p>	<p>I</p> <p>A/I</p> <p>A/I</p>	Experience of working in a customer facing environment	A/I
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
TEAM WORKING	<p>Ability to work as part of a multi-disciplinary corporate team that empowers colleagues in the pursuit of service improvement</p> <p>Able to create and promote a culture of performance management and continuous improvement</p>	<p>A/I</p> <p>A/I</p>	Experience of working in complex project teams.	A/I
MANAGING SELF AND OTHERS	<p>Able to provide clear, measurable outcomes and keep a rigorous focus on whether they are being achieved.</p> <p>Able to provide support and clarity and hold individuals accountable for results and take</p>	A/I		

