

WEALDEN DISTRICT COUNCIL

JOB DESCRIPTION

1. **Title of Post** Principal Accountant
2. **Post No.** S2002
3. **Grade** PG1
4. **Located at** Vicarage Lane, Hailsham.
- 5(a). **Responsible to** Financial Services Manager
- 5(b). **Responsible for** Business Support Accountant and Treasury Management Team [2 x Officers]
6. **Functional Relationships:**
 - (1) **Internal:** Head of Finance, Heads of Service, Principal and Senior Officers of the Council.
 - (2) **External:** Senior Officers of other Public Authorities, External Auditors, Government Departments, other agencies and organisations.
7. **Job Summary:** To provide accounting services, including supporting the production of the Council's annual statement of accounts, budget and Medium Term Financial Strategy, leading on Treasury Management and General Fund Capital Accounting, in accordance with legislation, codes of practice and professional guidance.
8. **Limits on Authority:** As defined by the Head of Finance.
9. **Main Activities**
 - (1) To lead on areas for the production of the annual statement of accounts, in accordance with legislation, codes of practice and professional guidance, and the associated supporting evidence and reconciliations, working with the Head of Finance and others to ensure that the Council receives an unqualified audit report.
 - (2) To manage the preparation of general fund revenue and capital programme quarterly forecasts and updates to the rolling five year Medium Term Financial Strategy.
 - (3) To prepare grant claims, government returns and other statistical returns in accordance with legislation and within prescribed timescales.
 - (4) To liaise with the external auditor on final accounts, grant claims and specific project work as necessary.

- (5) Manage the support to service areas to prepare detailed general fund capital and revenue estimates.
- (6) Manage the support to budget managers in service areas with financial advice and provide training in financial management.
- (7) Undertake capital and revenue appraisals for new initiatives and assist with the drawing up of business cases to take forward new initiatives.
- (8) Undertake detailed financial and performance benchmarking and value for money studies to ensure the Council and its contractors and partners are delivering value for money services.
- (9) To prepare, where appropriate, reports for Audit Finance and Governance Committee, Cabinet and Corporate Management Team, and advise on financial implications of reports.
- (10) To undertake the financial accounting and reporting duties imposed on Accountable Bodies by Partnership Schemes.
- (11) To participate in inter-departmental working groups on behalf of the Head of Finance as required.
- (12) To assist the Head of Finance in the interpretation of the financial effects of government circulars and new or proposed legislation.
- (13) To abide by the Council's Equal Opportunity Policy Statement which makes a commitment to promote equal opportunities and race equality in Wealden.
- (14) To act in accordance with the Council's Health and Safety policy to take reasonable care for your own health and safety and that of others who may be affected by your work activity.
- (15) To undertake such other activities as may be decided by the Council or the Head of Service commensurate with the level of the post.

10. Special Conditions:

11. Person Specification:

Qualifications	Essential	Desirable
Educated to degree or equivalent level.		✓
Accountancy qualification from one of the five bodies comprising the Consultative Committee of Accountancy Bodies (CCAB) in the United Kingdom and Ireland or CIMA. Alternatively partial qualification and/or the ability to demonstrate experience and knowledge to undertake this role.	✓	
Evidence of Continuing Professional Development.	✓	

Experience		
Considerable experience of preparing management accounts, forecasts, budgets	✓	
Considerable experience of producing final accounts, preferably in a local authority	✓	
Experience of undertaking options appraisals, costings and preparing business cases.	✓	
Considerable experience of working with computerised financial information systems.	✓	
Experience of commercial activities undertaken by local authorities		✓
People Skills		
<i>Leadership and Strategic Management</i>		
Experience of being able to operate in a political environment and inspiring trust and confidence with elected members and senior officers.	✓	
<i>People Management</i>		
Has a personal commitment to equalities and mainstreams equalities into all activities.	✓	
<i>Personal/Self Management</i>		
Develops personal effectiveness and a commitment to personal and professional development.	✓	
<i>Communication</i>		
Demonstrates good interpersonal skills.	✓	
Communicates effectively verbally, in writing and able to deliver clear, effective presentations.	✓	
<i>ICT</i>		
Excellent ICT skills in MS Office, particularly Excel.	✓	
Considerable experience of use of computerised financial information systems	✓	
Understands Data Protection issues and Freedom of Information issues		✓