

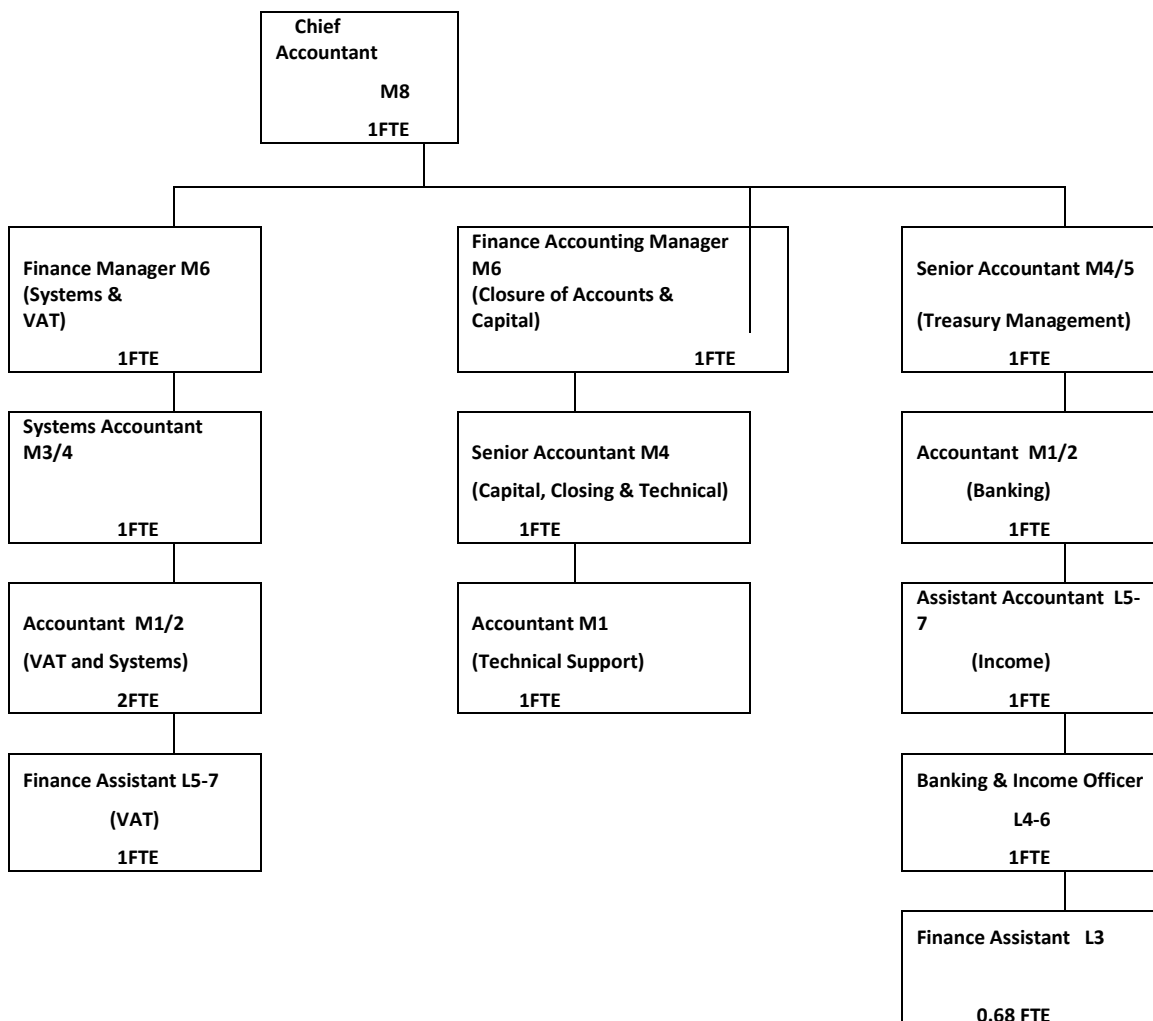
## JOB DESCRIPTION

**TITLE:** Senior Accountant (Capital & Technical)  
**POST NO:** 12475  
**DEPARTMENT:** Chief Executives  
**DIVISION:** Finance & Audit  
**RESPONSIBLE TO:** Finance Accounting Manager  
**GRADE:** M4

### PURPOSE OF POST:

Provide the Council with a comprehensive technical and capital accounting service in accordance with corporate financial policy and practice and all pertinent legislation and financial regulations.

### ORGANISATION CHART



<b>PRINCIPAL RESPONSIBILITIES:</b>		<b><u>%</u></b>
1	Plan and direct the closure of the Council's accounts in conjunction with the Chief Accountant by liaising with Cost Centre Managers and Accountancy staff throughout the Council.	10
2	Prepare sections of the Statement of Accounts in accordance with statutory and best practice requirements, ensuring the accounts are presented accurately and fairly in the best financial interests of the council.	20
3	Provide strategic coordination and technical advice to senior managers and directors help maximise capital investment programme while maintaining compliance with regulatory and statutory standards in order to help maximise the capital investment. Prepare the accounting elements of the Council's capital programme working in conjunction with the Fixed Assets Service, Cost Centre Managers and Finance Business Partners and their accountants to enable the Council to determine its capital expenditure priorities. Play a leading role in regular capital budget monitoring in liaison with the service managers and directors challenging forecasts where appropriate to ensure the integrity and robustness of the quarterly budget monitoring reports.	20
4	Monitor capital expenditure, indicators and the use of capital resources, advising the Head of Finance on the availability of resources and the effects of changing regulations and making recommendations for optimising the Council's financial position. Prepare and manage the capital financing arrangements which underpin the capital programme and ensure a high degree of accuracy is maintained within the CFR and MRP calculations.	20
5	Develop and maintain the financial asset register, ensuring that it is compliant with changing requirements. Liaise with auditors over the valuation estimates pertaining to the asset register and gauge the impact on the statement of accounts.	15
6	Ensure that central statistical returns required by central government and the Audit Commission to assess Luton financially (including the Revenue Account (RA), Capital Estimates Return (CER), Revenue & Capital Outturn (RO/COR), the Budget Return (BR1), the Capital Receipts returns, the Balance Sheet and Asset Charges return, and the Whole of Government Accounts return) are completed accurately and returned in accordance with deadlines. Ensure effective controls are in place for all financial programmes.	5
7	Provide technical and capital accounting advice to the Luton accountancy community and to be the Council's technical accounting liaison officer with the External Auditors particularly during the audit of the statement of accounts, resolving queries raised and technical issues as they arise. Review and evaluate financial information in any tender exercises from bidders for services and construction	5
8	Lead, manage, develop, inform and motivate employees within the group to ensure the efficient, cost effective and responsive provision of a technical accounting service to the Head of Finance and all sections of the Council.	5

## **DIMENSIONS:**

### **Supervisory Management:**

Day to day supervision of the work of 1 x Accountant

### **Financial Resources:**

Influence over Council's capital budget - £664 million 2018-23 (£264 million 2018/19)

Financial co-ordination of fixed assets - £ million (as at 31 March 2008)

Co-ordination of capital financing - £12 million interest, £9 million MRP & £5 million investment income in 2022/23.

### **CONTEXT:**

This post plays a key part in monitoring and maximising the Council's capital resources, and in planning future capital programmes. It involves the consolidation of the Council's accounts, and accounting for technical matters. It therefore requires an Accountant with technical expertise and able to keep up to date with changing requirements resulting from changing legislation, and to assist in innovating and developing solutions to ensure that Luton's accounting methods change in line with new requirements.

The post holder will be required to undertake a substantial part of the accounts closure process personally, complete the whole of government accounts return, and act as the main point of contact with the External Auditors throughout the accounts audit, resolving the issues raised and technical issues as they arise. The post holder must be able to interpret complex and evolving legislation, liaise with other authorities, government officials and external advisors, and be able to improve and develop processes on an ongoing basis.

**Physical Effort:** Commensurate with normal based office environment.

**Working Environment:** Normal office environment

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Substantial experience gained in a complex environment of accounting functions including budgeting, monitoring, year-end closure, financial modelling and planning.	1, 2	Experience of working in a Local Authority or Public Sector financial environment	1, 2
	In depth experience of using IT based financial management systems and the use and development of integrated spreadsheets to produce financial and management information.	1, 2, 5	Some experience of the provision of public sector Unitary financial services	1, 2
	Demonstrable experience of undertaking projects, policy/strategy development and implementation of accounting advice.	1, 2		
	Substantial experience of managing others.	1, 2		
<b>Skills/ Abilities</b>	Numerate and analytical with the ability to interpret, present or write complex financial reports and presentations to non-experts in a clear and comprehensible manner. <b>C</b>	1, 2, 5	Finance modelling	
	Extensive spreadsheet, word-processing and financial system IT skills.	1, 2		
	Able to lead, motivate, enthuse, inform and develop others and have excellent interpersonal and communication skills. <b>C</b>	1, 2		
	Able to manage using performance management techniques, problem solving and project management techniques & able to manage change and respond flexibly to situations to meet tight deadlines. <b>C</b>	1, 2		
	Interpret changes in relevant legislation, accounting standards and other regulatory guidance	1,2		
	Provide expert accounting and business knowledge to managers, able to consult with, persuade and	1,2		

	influence a wide range of senior officers, managers, directors and members. <b>C</b>			
<b>Equality Issues</b>	Demonstrable knowledge and understanding of equality issues and legislation and its integration into service delivery.	1, 2		
<b>Specialist Knowledge</b>	In depth knowledge of accountancy principles and practice. <b>C</b>  <b>Keep up to date with key changes in Capital accounting procedures</b>	1, 2	In depth knowledge of Local Government funding mechanisms and Accounting Codes of Practice  Keeping up to date with statutory accounting	1,2  1,2
<b>Education and Training</b>	Qualified accountant (CCAB) - i.e. CIPFA, CIMA, ICA, ACCA – or part-qualified with extensive experience and able to demonstrate continuing professional development. <b>C</b>	1, 2, 4		
<b>Other Requirements</b>	Able to visit establishments and attend meetings anywhere in Borough and, on occasion, further afield (approximately once a fortnight), with occasional working outside normal office hours.	1, 2		

**(1=Application Form / 2=Interview / 3=Test / 4=Proof of Qualification / 5=Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to; i) Equal Opportunities, ii) Health and Safety, iii) Data Protection Act (1984 & 1998).