

# Job Profile

## Financial Accountant

Overview	
<b>Post No.</b>	
<b>Grade</b>	MPO1
<b>Directorate</b>	Resources & Organisational Development
<b>Service Area</b>	Corporate Resources
<b>Team</b>	Finance
<b>Reporting to</b>	Chief Accountant and Systems Lead

### The Job

Responsibility for the financial accounting of the Council through maintaining the General Ledger, coordinating the final accounts process and production of the annual Statement of Accounts for the Council. Maintain the Council's Asset Register including production of capital accounting information. Calculate the Council Tax base and produce information for the community (Council Tax Leaflet).

Completion of Statutory Returns. Oversee monthly reconciliations. Providing cover where appropriate.

### Generic Accountabilities of the Role

#### Provision of financial advice

1. Provide accessible financial advice and information to customers as required. Including briefings on policy and legislative changes that impact the finances of the Council.
2. Act as the finance representative on special projects including the provision of financial advice on accounting aspects of procurement processes. such as introducing a new Property Database (as required).
3. When necessary, provide guidance to the Finance Assistant on specific work areas which will involve the planning of processes and checking work for accuracy to ensure the work is completed correctly and within deadlines.

#### Support for Member and Officer meetings

1. As may be required, compile reports to Members and senior officers (Taxbase Report, Statement of Accounts)
2. As may be required, attend officer working groups or other meetings with a view to providing financial information and advice.

#### Final Accounts and Statement of Accounts

1. Act as the principal coordinator of the annual final accounts closedown process, including, after consultation with the Chief Accountant and Systems Lead, the compilation of the Council's Final Accounts timetable and associated instructions. Plan and manage the publication of statutory notices relating to inspection and audit.
2. Investigate and research changes to the Code of Practice, reviewing how these changes impact on the Council's Statement of Accounts. Implement the required changes within the Council's Financial Management System and reports.
3. Produce the Council's annual Statement of Accounts report for External Audit and Audit Committee, ensuring compliance with relevant accounting standards and Chartered Institute of Public Finance and Accountancy (CIPFA) codes of practice and current legislation, and prepare the Core Statements and disclosure notes working papers and the supporting statements required for the External Auditors.
4. Manage the collation of information for the External Auditors, and act as the first point of contact during the Audit of the Accounts, liaising with External Auditors to provide explanations or further financial information as required. Liaise with the Chief Accountant and Systems Lead on issues arising from the audit particularly where changes to the accounts are proposed.
5. Compile the Council's annual Summary Accounts, ensuring the signed Statement of Accounts and

Summary Accounts are placed on the Council's website within the approved deadline.

6. Responsibility for completion of the annual Whole of Government Accounts return and submission to DCLG which forms part of the final accounts process.

### **Capital Accounting and the Asset Register**

1. Attain a full understanding of capital accounting ensuring compliance with the relevant accounting standards and Chartered Institute of Public Finance and Accountancy (CIPFA) codes of practice and current legislation.
2. Responsible for ensuring all information on the Asset Register relating to the Council's capital accounting responsibilities is accurate and up to date liaising with Legal Services on acquisitions and disposals of Assets.
3. In consultation with the Head of Estates and Facilities, plan and manage the annual revaluation of the Council's assets, liaising with the Council's appointed valuers, on agreed asset selection and timetable for work to be completed.
4. Development of the Asset Register including as necessary attending property working group meetings. Liaise with the Head of Estates and Facilities as necessary.
5. Develop the asset register in conjunction with the Head of Estates and Facilities including My Maps overlays to link with the Asset Register.
6. Responsibility for calculation of depreciation of assets as part of the budget process and final accounts for inclusion in the Statement of Accounts.
7. Prepare Asset information for the Capital Accounting Internal Audit and associated liaison and act as the principal point of contact in respect of Asset accounting during the audit.

### **Collection Fund Accounting (Council Tax and NNDR)**

1. Responsible for preparing and monitoring the Collection Fund for the Council, ensuring correctness and compliance with the relevant accounting standards and Chartered Institute of Public Finance and Accountancy (CIPFA) codes of practice and current legislation. Investigate, research, and implement any accounting changes in the Financial Management System.
2. In liaison with the Chief Accountant and Systems Lead, produce the Collection Fund for the Corporate Plan and Budget process and the financial statements, explaining any changes to the Council Tax surplus/deficit position and NNDR calculations. Produce respective working papers and liaise with other Authorities on their share of the estimates and outturn amounts for inclusion in their financial records. Ensure the entries are correctly recorded in the Council's Accounts and any associated liaison with Council Auditors.

### **General Ledger**

1. Understand fully the structure and operation of the FMS General Ledger and maintain the FMS General Ledger code structure to ensure it complies with current legislative, regulatory and professional requirements, such that the database will produce complete and comprehensive information when interrogated.
2. Be proactive in the continuous development and improvement of FMS.

### **Statutory Returns and Reconciliations**

1. Responsibility for statutory returns and completion as required (e.g., Capital Statutory Returns, Capital Outturn Return (COR) and relevant parts of the Whole of Government Accounts Return) to ensure changes are implemented correctly before submission to the relevant Government Department within the deadlines set. Check the accuracy of NNDR returns from other departments and preparation of audit working papers as required.

2. Oversee monthly reconciliations completed by the Finance Assistant for Council Tax and NNDR and Treasury Management ensuring provision of advice as necessary.
3. To complete monthly reconciliation monitoring.

#### Other Duties

1. Liaise with Parish and Town councils in relation to the Council Tax Base and precepts. Provide further advice and guidance as required.
2. Liaise with the County Council and Parish and Town councils in relation to the Council Tax Base, Collection Fund surplus/deficit and precepts information. Provide further advice and guidance as required.
3. Provide cover where necessary.
4. To ensure regular clearance of zzzz control accounts

Such other duties as reasonably required and agreed.

#### Professional and Personal Attributes

<b>Qualifications Educational and Professional</b>	<p>Qualified CCAB Accountant (Essential)</p> <p>Bachelors degree (Essential)</p> <p>CIPFA (Desirable)</p>
<b>Knowledge</b>	<p>Best practice in accounting and budgeting and current issues in financial accounting (Essential)</p> <p>Experience of working to a high standard in Microsoft Excel and Word and a computerised General Ledger, and Asset Register (Essential)</p>
<b>Experience</b>	<p>Past track record of a positive and enthusiastic proactive attitude to advising and assisting service departments / Business Units to achieve their targets (Essential)</p> <p>Past track record of proactively keeping senior colleagues and peers fully informed on matters pertinent to their responsibilities (Essential)</p> <p>Compiled service budgets and accounts (Desirable)</p>
<b>Business Skills</b>	<p>Advanced knowledge in using Office365 (Desirable)</p> <p>Working knowledge of the “TechOne” Financial Management System, and Tech Forge Property Database (Desirable)</p>
<b>Political Skills</b>	<p>Able to act with political intelligence within the remit of their position (Essential)</p>
<b>Personal Behaviors</b>	<p>(All Essential)</p> <p>A team player who wishes to enhance the performance of their team, whilst also contributing to the performance of the Accountancy Services Section as a whole.</p>

	<p>Ability to develop effective working relationships</p> <p>Able and willing to manage multiple tasks simultaneously.</p> <p>Ability to keep a cool head under pressure.</p> <p>Ability to create and manipulate complex spreadsheets; ability to interrogate FMS and download information into spreadsheets; display word processing skills and use ICT to maximise efficiency</p> <p>Willingness to respond with enthusiasm to the challenges of a constantly changing environment, particularly in implementing improvements in working practices.</p> <p>Able to demonstrate a solutions-focused approach.</p> <p>Ability to habitually look to the positive rather than the negative.</p> <p>Able to display personal self-confidence in a constructive and effective manner.</p> <p>To have a persuasive and encouraging style of communication with colleagues.</p> <p>Takes pride in being precise and accurate and backs up assertions with evidence.</p> <p>Ability to work proactively and on own initiative to identify Client Heads of Service needs and advise them in a timely fashion.</p> <p>This will require, in consultation with the Client, the ability to decide on scope of work; priorities and detailed work processes to be progressed without assistance.</p>
<p><b>Other</b></p>	<p>Ability to work effectively to deadlines with the minimum of supervision and proven initiative.</p> <p>Able to effectively communicate with all levels of staff.</p> <p>Past track record of the ability and willingness to compile working papers systematically neatly and comprehensively in order to provide reasoning and information on how the work has been completed.</p> <p>Past track record of the ability and willingness to support work by thorough research and documentation.</p> <p>A genuine interest in achieving professional excellence in all aspects of the work.</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.