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| **ROLE PROFILE** |

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| **Job Title:** | Group Financial Accountant | **Job Code:** |  |
| **Department:** | Finance | **Version:** | 1.0 |
| **Reports To:** | Head of Finance | **Date Created:** | March 2024 |
|  |  | **Member of:** | Finance |
|  |  | **Grade:** | 11 |
|  |  | **Budget:** |  |

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| **Is this a politically restricted Post?** | ~~Yes~~ / No *(\*if yes, see our policy on what this means)* |
| **Is this a Vetted Post?** | Yes / ~~No~~  Level: |

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| **ORGANISATIONAL CONTEXT** |

**We are passionate about Equity Diversity and Inclusion, and we have a Vision:**

To be a leader, recognised nationally for our focus and commitment to EDI.

**Our Vision as an organisation is:**

To create a West Yorkshire that is prosperous, well connected, safe, inclusive and a hotbed of creativity and sustainability.

**To achieve this we will:**

Work in partnership with local authorities and business partners to deliver policies and programmes which directly benefit the people of West Yorkshire.

**Our department contributes to this by:**

Providing strong financial governance and control whilst facilitating effective delivery of WYCA’s aims

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| Job Overview: |
| * Lead and manage the financial accounting team, ensuring the provision of high quality financial record keeping, controls and procedures. * Lead the production of group statutory accounts and returns in accordance with professional standards. * Provide expert technical advice to senior stakeholders on a range of finance matters including financial modelling on debt and capital, taxation and audit. |
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| * Design, implement and maintain the systems required for delivery the objectives of your function to support the Combined Authority in achieving its vision. * Take a pro-active corporate role in the management of your function including participation and delivery of your directorate’s objectives. * Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times. * Be a visible and enthusiastic manager, encouraging partnership working across the organisation. * Take a positive approach to self-development. |

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| **CRITICAL SUCCESS FACTORS** |

*We break each job down to explain the critical areas for success, ranked by importance.*

*These indicate the end result or outputs for which the role holder is responsible.*

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| People Contacts: |
| * Support partnership working across the organisation and externally. * Work together with your team to ensure targets are achieved. * Be an advocate of our strong performance management culture, taking accountability for delivering results. * Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision. * Take a proactive approach to internal processes, contributing during meetings and interviews. * Utilise effective communication channels when working with others. |

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| Technical Duties: |
| * Lead, manage and provide professional technical support to the financial accounting team, including nominal ledger, debtors, creditors, cash, banking and systems, supporting a range of stakeholders delivering a complex mix of services and projects. * Lead the production of group consolidated accounts, liaising with West Yorkshire Police and external auditors to ensure prompt closedown and compliance with appropriate legislation and financial reporting standards. * Ensure financial records are accurate, meeting organisational requirements and that internal controls and system controls are properly designed and operating across all activities in the team. * Provide expert VAT advice and ensure group returns are accurately completed on a timely basis, liaising with HMRC on complex tax matters and providing advice on new activities. * Provide expert treasury management advice on cashflows, capital accounting, borrowing and investment and longer term financial strategy across both WYCA and Police funds, working with advisors to ensure investment returns are maximised and borrowing costs minimised. * Provide direction on complex payroll and pension matters, ensuring payroll is accurately calculated and deductions properly made. * Create, develop and implement appropriate systems to support the calculation and monitoring of funding bids and grant claims. * Provide financial accounting guidance and advice to a range of stakeholders, providing input to decision papers, grant claims, project finance and funding, and supporting accounting arrangements for subsidiary companies. |
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| * Typically works on horizons of one year, in line with the objectives set in the business plan. * Ensure you have the right procedures in place to achieve your strategic objectives, developing and amending processes as required. * Forward plan your workload, identifying appropriate solutions and acting accordingly. * Lead by example on health & safety matters, ensuring compliance with the Combined Authority’s health and safety policy. |

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| Financial: |
| * Undertake Budget Holder responsibilities for the Finance department and Corporate cost centres. * Advise and support the Combined Authority and its partners/stakeholders on financial and technical accounting matters |
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| * Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations. * Deliver financial results against corporate Key Performance Indicators. * Analyse and appraise financial related information ensuring financial process deadlines are met. |

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| Impact & Influence: |
| * Ensure the financial accounting systems are robust and resilient and continue to be developed to meet the needs of varied internal and external stakeholders. * Use highly developed communication skills to lead, influence and challenge existing ways of working to ensure that systems and processes meet the needs of senior stakeholders. * Promote the finance function and team as enablers, providing constructive solutions to funding and accounting issues. * Liaise with external stakeholders including auditors, bankers, treasury and tax advisors to ensure the provision of relevant expert financial accounting advice to the organisation. |
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| * Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally. * Foster good working relations across the organisation, building effective departmental relationships. * Use strong communication skills to influence key customers and stakeholders supporting your function’s ability to deliver results in line with the vision. * Identify and find solutions to communication challenges observed within the organisation. |

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

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| THE PERSON |

*To be fully successful in the role, we believe the following knowledge, skills and experience are required.*

*When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

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| Knowledge: |
| * Holds a degree or has equivalent relevant experience in Local Authority financial accounting. * CCAB (ideally CIPFA) or CIMA member * Significant practical experience of successfully performing in a similar role. |
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| * Extensive experience of interpreting local government funding and financing regulations as applied to treasury management and statutory accounting activities, and related reporting standards, CIPFA Code and Prudential Codes, and applying these practically. * Strong systems knowledge and understanding of effective financial controls and management and significant experience of applying and managing these in a complex financial environment. |

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| People: |
| * Experience of effectively contributing to department objectives. * Experience of successfully identifying appropriate communication channels to deliver information. * Experience of effectively contributing to organisational vision. * Demonstrates a commitment to Equity, Diversity and Inclusion (EDI) at all times |
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| * Comprehensive experience of managing and developing a multifunctional professional finance team * Significant experience of prioritising, planning and organising own workloads to manage expectations and deadlines. * Demonstrable experience of matrix management and supervising staff on day to day tasks / projects. |

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| Technical: |
| * Demonstrable experience of managing and championing change successfully. * Strong communication skills with the proven ability to influence, negotiate and challenge. * Experience of making compelling business cases/ reports to a range of audiences. |
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| * Extensive experience of producing local government statutory financial statements. * Extensive experience in developing and maintaining financial systems and related internal controls. * Highly developed skills in capital and treasury accounting * Proficient user of MS Office and accounting software |

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| Financial: |
| * Demonstrable experience of successfully managing budgets. |
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| * Significant experience of managing and developing complex financial processes with multiple stakeholders * Significant experience of managing complex funding and treasury management arrangements. |

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| Impact & Influence: |
| * Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style. * Comprehensive experience of leading, negotiating and influencing stakeholders. * Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation. * Comprehensive experience of providing leadership in a complex public-private sector partnership context. |
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| * Demonstrable experience of taking a partnership approach to working with non-finance colleagues. * Experience of working in a changing environment. |

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| OUR VALUES & BEHAVIOURS |

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we’re proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here. Further information on this can be found on our website: <https://www.westyorks-ca.gov.uk/a-career-with-us/our-values-and-behaviours/>

Information regarding [Inclusivity at West Yorkshire Combined Authority](https://www.westyorks-ca.gov.uk/a-career-with-us/inclusivity-at-west-yorkshire-combined-authority/) and [Equity, Diversity and Inclusion](https://www.westyorks-ca.gov.uk/consultation-and-engagement/equality-diversity-and-inclusion/) can be located on our website.