

# Career opportunity



[eastdevon.gov.uk/careers](http://eastdevon.gov.uk/careers)

[f](#) [t](#) [i](#) [in](#) eastdevon

## Accountant – Housing Services

**Service:**

Finance

**Salary:**

£41,418 - £48,474 per year (pending national annual pay award)

**Location:**

Honiton

**Position type:**

Permanent

**Working pattern:**

Full time

**Closing date:**

Open vacancy – will be closed when suitable candidate has been appointed

**Job reference:**

ED003019P

**INVESTORS IN PEOPLE**  
We invest in people. *God*



For a different format or language phone 01404 515616 or email [jobs@eastdevon.gov.uk](mailto:jobs@eastdevon.gov.uk)

## **Accountant – Housing Services**

**£41,418 - £48,474 per year (pending national annual pay award)**

**Permanent**

**Full time [with a range of flexibilities, including hybrid working, aligned to our Worksmart arrangements] Part time working will be considered.**

**Honiton**

### **About the role**

Supporting our Financial Services Manager in providing an efficient and effective accountancy service, you will provide financial advice and support to the Housing Service Management Team to help ensure the service is delivered in an efficient and effective manner offering good value for money to its tenants.

Working with the Service and the Council's Finance Team you will prepare budgets and provide timely and relevant budget monitoring reports to the Housing Management Team, Executive Leadership Team, and Councillors. You will be comfortable liaising with a range of internal and external customers, including senior management, supporting the Service by providing professional financial advice and promoting financial controls. Play a key role in helping to prepare the Council's statutory accounts in relation to the operation of a Housing Revenue Account.

### **About you**

With a proven track record in a similar role (ideally in the public sector), we would like you to show us where you have taken the lead on financial matters, in particular financial statements. Along with a CCAB recognised qualification, you will already have experience in a similar role and be competent with IT-based financial systems. You will need to hit the ground running, so it is important that you can use your initiative and have a talent for communicating technical financial information into easy to understand language. With excellent communication skills, you will be confident working with a wide variety of stakeholders as you share information and advice with others. Highly organised with excellent attention to detail, you're a great team player. You will occasionally need to be able to work out of office hours and attend evening meetings.

### **About us**

Our recent Local Government Association Peer Challenge highlighted that 'EDDC is a great place to work, with engaged staff and members' and that's certainly true! You will be part of a Gold Investors in People (IIP) organisation which works together with local people to create great value services and an outstanding community, economy and environment in which people want to live, work, visit and enjoy now, and for future generations. And with our wide range of health and wellbeing benefits, our highly flexible and collaborative hybrid Worksmart working arrangements as well as our commitment to continuous learning and development, you can be confident of joining a dedicated community of colleagues who are Happy, Healthy and Here.

For more about working for East Devon District Council, visit <https://eastdevon.gov.uk/careers/working-at-east-devon-district-council/>

To apply online, please visit <https://jobs.eastdevon.gov.uk/>.

For an informal discussion, please contact John Symes, Financial Services Manager on 01395 517413 or email [jsymes@eastdevon.gov.uk](mailto:jsymes@eastdevon.gov.uk)

***Note: Advert will be closed when suitable candidate has been appointed.***

## **JOB DESCRIPTION and PERSON SPECIFICATION**

This document is intended to cover the range of principal duties and areas of work relating to the post. It is the intention to ensure that you are aware of the actual and the potential range, level of duties, responsibilities and areas of operation which may be required. In addition, you may be required to perform other relevant activities commensurate with the grading of this post.

<b>Post title and number:</b>	Accountant – Housing Services
<b>Service:</b>	Finance
<b>Team:</b>	Financial Services
<b>Grade:</b>	Grade 5
<b>Responsible to:</b>	Financial Services Manager
<b>Responsible for:</b>	N/A

### **Service purpose:**

To provide timely and accurate financial advice, support, and information to managers to help them meet their purpose. The post will be assigned working alongside and within our Housing Service which manages a Housing Stock within a Housing Revenue Account.

To maintain and publish records of the Council's financial position in accordance with legislation and professional codes.

### **Job purpose:**

To support the Financial Services Manager in delivering a finance function to achieve the priorities and objectives of the Council. The post will report to the Finance Service Manager to ensure professional and corporate financial standards and process are maintained but will be assigned to the Housing Service working with management to deliver the objectives of the service.

To provide financial advice and support to the Service, ensuring compliance with the Housing Revenue Account accountancy regime and Council Financial Regulations and Contract Standing Orders.

To work alongside the Housing Management Team, helping to ensure the service is delivered in an efficient and effective manner offering good value for money to its tenants. This will involve support in benchmarking analysis and project work.

### **Core accountabilities:**

1. Support the Financial Services Manager in providing an excellent, efficient and effective accountancy service.
2. Preparation and monitoring of Council budgets; to provide monthly budget monitoring reports to managers, Executive and Senior Leadership Teams, relevant Portfolio Holders, the Housing Review Board and the Cabinet. To attend relevant meetings to explain the financial position.

3. Provide financial advice, produce financial and management reports for client officers, senior officers and for the Committees of the Council.
4. Completion of grant claims and statistical returns relating to the Housing Service including Right to Buy data.
5. Provide financial advice and support to service reviews and to carry out special projects.
6. Assist in the closure and production of the Authority's Final Accounts.
7. Assist in support service recharges and service charges to tenants.
8. Ensuring all necessary reconciliations of key controls are performed.
9. Provide training and support to non-financial staff.
10. Authorise committee reports for financial implications.
11. Support the Financial Services Manager in performance management of the Accountancy Team using service planning, risk assessment, annual appraisal and team meetings.
12. Manage the financial monitoring and performance of budgets and resources effectively and in accordance with the Council's Financial Regulations. Ensure that the service operates within agreed financial criteria and achieves best value in procurement and tender exercises.
13. Be part of or lead multi-disciplinary and corporate teams as needed to identify and make improvements to service delivery and performance.
14. Make sure that Accounting Team offers a customer focused service.
15. Support the Council's approach to equalities and diversity ensuring that our services and policies identify, address and promote the needs of our diverse community. This includes the need for safety of children and other vulnerable people.
16. Take personal responsibility for the relevant aspects of the Council's Health and Safety Policy.
17. Ensure awareness and compliance with the Council's policies, Code of Conduct and Constitution.
18. Evaluate and assist in managing risk within the service.

## PERSON SPECIFICATION – Accountant

Category	Requirements	Essential/ Desirable (E/D)	Method of Assessment
<b>Education/training</b>	<ul style="list-style-type: none"> <li>A CCAB recognised qualification (ideally CIPFA), or CCAB part qualification with significant relevant finance expertise.</li> </ul>	E	Application form
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>An Excellent knowledge of the role of an accountancy service.</li> <li>An understanding of Local Authority finance and current issues in local government.</li> <li>Understanding and experience of Local Authority Housing Services particularly the Housing Revenue Account</li> </ul>	E  D  D	Application form/interview  Application form/Interview  Application form/Interview
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Organisational and time management skills.</li> <li>High level of written and verbal communication skills, able to put into practice plain English principles and adapt to different audiences.</li> <li>Accuracy and attention to detail, particularly when working to tight deadlines.</li> <li>Ability to work on own initiative as well as part of a team.</li> <li>Diplomacy, tact, influencing and negotiation skills.</li> <li>Capacity for innovation, a broad outlook and strategic thinking.</li> <li>Political awareness and sensitivity.</li> <li>Presentation and facilitation skills.</li> <li>Service planning and risk assessment.</li> </ul>	E  E  E  E  E  D  D  D	Application form/interview  Application form/interview  Application form/interview  Application form/interview  Interview  Interview  Application form/Interview
<b>EDDC behaviours</b>	<ul style="list-style-type: none"> <li>Summarises complex information to make it understandable and checks for understanding</li> <li>Uses the available information systems and measures when working</li> </ul>	E  E	Application form/Interview  Application form/Interview

	<p>to achieve outcomes</p> <ul style="list-style-type: none"> <li>▪ Takes the time to build effective relationships with customers, stakeholders, colleagues and partners</li> <li>▪ Flexible in providing solutions to deliver improvements and balances competing priorities to meet standards and expectations</li> <li>▪ Shares skills and knowledge, and encourages and supports others in applying their ideas to work – helping others to help themselves</li> <li>▪ Lives the council's values and leads by example by demonstrating the corporate behaviours</li> </ul>	E	Application form/Interview
		E	Application form/Interview
		E	Application form/Interview
		E	Application form/Interview
<b>Successful experience in</b>	<ul style="list-style-type: none"> <li>▪ A similar accountancy role</li> <li>▪ Competence with IT based financial system and formation of spreadsheets.</li> <li>▪ A broad background in local authority accounting.</li> <li>▪ Familiarity with Microsoft products.</li> </ul>	E	Application form/Interview
		E	Application form/Interview
		E	Application form/Interview
		D	Application form/Interview
<b>Special requirements &amp; employee screening checks required for successful applicant</b>	<ul style="list-style-type: none"> <li>▪ Requirement for some out of office hours working, or additional working, at home if appropriate, to meet peak workloads and/or to attend evening meetings.</li> <li>▪ Own transport would be useful.</li> <li>▪ Right to work in the UK</li> <li>▪ Check of qualifications essential to the Job</li> <li>▪ References</li> <li>▪ Basic Disclosure Certificate</li> </ul>	E	Application form/Interview
		D	Application form/Interview
		E	Identity Check
		E	Original Certificates
		E	Reference enquiries
		E	Disclosure check

East Devon District Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable adjustments to enable disabled people to fulfill the criteria for, and undertake the duties of its jobs.

# RISK ASSESSMENT PROFILE

**JOB TITLE:** Accountant

**POST NO's:** 03018, 03023, 03024, new post number TBD

**SERVICE:** Finance

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

<b>Level 1</b>	<b>Seldom or never</b>	<b>Level 4</b>	<b>Regular (2-3 times per week)</b>
<b>Level 2</b>	<b>Occasionally (once a month)</b>	<b>Level 5</b>	<b>Daily</b>
<b>Level 3</b>	<b>Fairly regularly (1 per week)</b>		

<b>Potential Risks / Hazards / Exposures</b>	<b>Level of Frequency</b>
Computer Use	<b>5</b>
Driving (Car)	<b>2</b>
Driving (HGV / LGV)	<b>1</b>
Driving Workplace Transport (FLT, Excavators, Dumpers, Loaders)	<b>1</b>
Prolonged sitting / standing	<b>5</b>
Exertion (other than lifting)	<b>1</b>
Lifting	<b>1</b>
Manual handling / repetitive movement (bending, twisting, reaching)	<b>1</b>
Customer contact / Working with the public	<b>3</b>
Face to face contact with abusive customers	<b>2</b>
Lone working	<b>1</b>
<sup>1</sup> Night working (3 hours or more between 11pm and 6am)	<b>1</b>
Shift working (rotational)	<b>1</b>
Use of chemical and/or skin irritants	<b>1</b>
<sup>2</sup> Head phone use / auditory performance / noise	<b>1</b>
<sup>3</sup> Hand arm and/or use of machinery vibration / noise	<b>1</b>
Outside working / inclement weather / sun	<b>1</b>
Working at height: <ul style="list-style-type: none"> <li>▪ short durations (step ladders / other access equipment)</li> <li>▪ roofs / scaffolds / mobile elevating work platforms</li> </ul>	<b>1</b>
Working in confined spaces	<b>1</b>
Bodily fluids	<b>1</b>
Infectious diseases	<b>1</b>
Asbestos	<b>1</b>
<sup>4</sup> Dust / fumes / vapours	<b>1</b>
Working with animals	<b>1</b>
Other – Specify	<b>-</b>

**The document was completed/reviewed by Director of Finance in July 2024**

<sup>1</sup> Any posts identified in levels 2-5 be eligible for a night worker health assessments (baseline and review)

<sup>2</sup> Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 (for further guidance check with the H&S Officer)

<sup>3</sup> Any post identified in levels 2-5 will require a hand arm vibration screening test

<sup>4</sup> Any post identified in levels 3-5 will require low key health surveillance (refer to COSHH Assessment and check with H&S Officer / Human Resources for further guidance from Occupational Health)