

# Job Description

## Senior Financial Accountant

Level 12 – Range 34 - 35

Full time 36.25 hours

### Responsible To:

Principal Financial Accountant (Deputy S151 Officer)

### Responsible For:

Financial Accountant

### About the job:

To work closely with the Principal Financial Accountant (Deputy S151 Officer) to provide high quality treasury management, financial and corporate accounting services to South Ribble Council, Chorley Council and their subsidiary companies, and to meet the responsibilities to the Shared Services Joint Committee (SSJC).

This role will require a sound understanding and application of the more technical aspects and issues of finance across the councils and their subsidiaries, so that advice can be given to other members of the Finance Team and to Senior Officers.

A key part of the role will be to support the delivery of the timely submission of the statement of accounts at both councils, and their subsidiary companies, supported by high quality and accurate working papers.

### Role:

#### **General**

To provide support to the Principal Financial Accountant (Deputy S151 Officer) to enable the effective delivery of treasury management, financial and corporate accounting services across both South Ribble and Chorley Councils and their subsidiary companies;

To provide relevant and timely advice and guidance to Members, the Senior Management Team, Directors, Heads of Service and Budget Holders at both councils;

To ensure professional standards and competencies are up-to-date to be able to understand, interpret and apply legislation, accounting standards and guidance, to provide high quality financial services and advice;

To complete relevant statistical, financial and grant returns to central government and other external bodies as applicable;

To support the Principal Financial Accountant (Deputy S151 Officer), together with the wider Finance Team, to deliver the Annual Service Plan for the Shared Financial Services Team;

To ensure the achievement of professional standards in the provision of financial services, including adherence to standing orders, financial regulations, other financial policies and procedures and relevant accounting codes of practice;

To provide cover and support for other functions within the Finance Team, of a comparable level to this post, as determined by the Principal Financial Accountant (Deputy S151 Officer);

### ***Financial Planning***

To support the production of the capital and revenue budgets at both councils including:

- analysing government funding announcements and opportunities and ensuring that these are accurately incorporated into financial plans;
- development and timely submission of the Council Tax and Business Rates returns for both councils, forecasting growth, collection rates and collection fund implications;
- assisting in the completion of the Treasury Management Strategy and Capital Strategy;
- advising on the level of provisions required at both councils;
- advising on the cost of borrowing and other financing budgets;
- supporting the consolidation, reporting and publication of revenue and capital budgets;

To assist in the response to government consultations on behalf of both councils;

### ***Statement of Accounts***

To support the Principal Financial Accountant (Deputy S151 Officer) in the preparation of the statement of accounts for each of the councils, and their subsidiary companies, within the statutory deadlines, including the production of relevant financial statements and working papers to meet all statutory and external audit requirements;

To support the Principal Financial Accountant (Deputy S151 Officer) in the production of group accounts, as necessary;

To assist in all aspects of balance sheet accounting, including the up-to-date maintenance of the fixed asset register at both councils;

To assist in the coordination of the external audit including:

- creating, monitoring and reporting the closure of accounts timetable;
- coordination of responses to external audit queries across the Finance Team;

To support the management accounts team to ensure they are prepared throughout the financial year for the closure of accounts, including the provision of support to them in the development of notes to the accounts and in maintaining accurate coding of transactions in the finance general ledger, arising from requirements in legislation, accounting standards and accounting guidance;

To support the financial systems team to keep the chart of accounts up-to-date at each council and subsidiary company;

### ***Tax and Treasury Management***

To support the Principal Financial Accountant (Deputy S151 Officer) in managing the banking and merchant services contracts at each council and subsidiary company;

To make recommendations regarding the best financing options for fixed assets, including the leasing of assets;

To regularly report on the compliance of each council with the Prudential Code and related Prudential Indicators.

To assist in the the effective delivery of each Council's treasury management function including:

- ensuring appropriate expert advice and support is available;
- supporting each Council's Treasury Management Strategy based on industry best practice and to meet all statutory requirements;
- providing support for the management of the council's day-to-day and longer-term cash flow, investments and borrowings, and the associated risks, in accordance with council policy, regulatory requirements and best practice, to balance financial return with good stewardship;
- ensuring that proper processes and protocols are in place so that each Council complies with all relevant VAT, employment and other taxation legislation.

### **Management**

To be responsible for all aspects of day to day staff management for direct reports to the role, including recruitment, absence management, appraisal, motivation, development, performance, capability and discipline

## **Responsibilities:**

### **Team:**

- You will work with your colleagues to prioritise team objectives over individual objectives.
- You will support and respect your colleagues at all times.
- You will work together to share knowledge and experiences to improve your service.
- You will participate in development activities as required.

### **Corporate:**

- You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
- You will actively engage with customer care, value for money and performance management.
- Your duties will be carried out in line with our equality scheme.
- You will be compliant at all times with GDPR and data protection legislation.
- You will constructively participate in communication and promotional activities

### **Organisational:**

- You will be committed to ensuring that shared services works for each organisation and act as an advocate for its development over time
- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.

- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council's priorities and objectives are met.
- You will positively promote and represent the Council at all times.

## What the successful candidate will have:

### Qualifications

- Qualified CCAB/CIMA accountant
- Evidence of continuing professional development.

### Knowledge & Experience

- Experience of delivering closure of accounts and production of statutory accounts
- Experience of financial accounting procedures and transactional accounting processes
- Experience of building effective working relationships and supporting the financial planning process
- Knowledge of statutory and non-statutory requirements and legislation in relation to finance, VAT and other taxation

### Skills & Abilities

- Ability to understand, interpret and apply financial standards, regulations and legislation;
- Ability to deliver a first-class customer service;
- Ability to communicate effectively at all levels across the councils and with outside organisations;
- Ability to respond to a range of complex financial queries and issues;
- Ability to manage and coordinate work with other team members;
- Ability to plan, prioritise and manage workloads effectively;
- Excellent IT skills.

## You will play a key part in our organisational culture:

**A LEARNING FORWARD THINKING ORGANISATION** – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask

**RESPECT AND INTEGRITY** – Is visible, approachable, open and honest with colleagues.

**PRIDE** – Creates an upbeat, positive culture among colleagues.

**TWO COUNCILS, ONE SHARED SERVICE** – Builds effective relationships outside their immediate team, with win-win relationships for all