

Job Description

Job Title:	Assistant Accountant / Assistant Finance Business Partner
Directorate:	Resources
Section:	Accountancy

Job Purpose

- To support the delivery of an integrated, robust financial planning process by the provision of high quality, accurate, timely and relevant information.
- To support all strategic and operational plans are supported by the provision of high quality, accurate, timely and relevant information and robust investment appraisals.
- To support the provision of high quality, accurate, relevant and timely monitoring and forecasting information.
- To provide financial advice and guidance to stakeholders/service managers and partners as required.
- To assist in providing strategic financial direction for the City Council by ensuring that all statutory requirements are adhered to and policy and performance standards are met.
- To assist in delivering financial management accounting, budgeting and reporting matters and to deputise as required.
- To help support the provision of specialist financial services on behalf of the City Council.

Key Duties / Responsibilities

Strategic Management

- To help support the delivery of high quality, efficient financial, accounting and budgeting services to support the City Council in delivering its corporate aims and objectives.
- To contribute towards the compilation, monitoring and reporting of the Council's integrated Medium Term Financial Strategy and other related plans.
- To provide effective financial and accounting analysis in support of City Council projects and desired outcomes.
- To provide analysis and financial advice to stakeholders to support the Council in its delivery of corporate aims and objectives.
- To contribute towards the delivery of the Council's statutory Statement of Accounts in line with professional and statutory requirements.
- To contribute towards the formulation, implementation and review of service plans.

Service Quality

- To contribute towards the delivery of an effective, high performing, customer focused financial service that is continuously improving.

- To contribute towards the promotion of effective team building in order to provide financial information, analysis, support and advice to officers as appropriate.
- To assist in formulating the most effective, innovative and forward looking financial practices.

Performance

- To support the effective delivery of the value for money agenda.
- To provide support and advice on financial management, policy development and corporate financial matters.
- To support the provision of effective financial management and regular monitoring of performance indicators and quality standards insofar as they affect the value for money agenda.
- To contribute to the achievement of any relevant statutory inspections.
- To contribute towards the Service Plans in line with recognised best practice, regulatory and statutory requirements.

Resource Management

- To ensure that Finance Assistants (if relevant) within the team are organised, receive appropriate learning, are informed, managed and motivated to deliver a high quality, cost effective service.
- To ensure that all functions within the section are maintained and enhanced.

Communications

- To maintain effective communications to ensure that key interests both inside and outside the Directorate are appropriately informed and involved.
- To ensure that the section fosters positive relationships with its own staff, customers, auditors, members, the rest of the Directorate, other directorates and partners.
- To establish and maintain effective working relationships with key partners and stakeholders.
- To support the development and maintenance of the highest standards in the reporting of financial information including the City Council's statutory accounts.
- To represent the Director of Finance, Financial Services at working groups and other meetings.
- To work closely with other sections to maintain an integrated, professional finance service.
- To act as a point of contact with the City Council's appointed external auditors regarding financial reporting and governance matters.

Culture

- To report to an Accountant in respect of management issues and the Council's financial affairs.
- To embrace the City Council's vision and values through effective leadership and the promotion of sound financial management.
- To promote a culture of high quality risk management, financial governance and accountability to ensure that best value for money is sought.
- To operate in an open manner and ensure that the appropriate Accountant is kept informed on key issues.
- To promote a culture of opportunity, achievement, responsibility and personal development within the section.
- To promote the modernisation agenda particularly insofar as to achieve Value for Money across the Council.

- To actively promote diversity in the provision of services in accordance with the City Council's policies and procedures.

KEY RESULT AREAS

- To help make a tangible difference to the efficiency and quality of Financial Services to support the strategic priorities of the City Council.
 - To support the efficient accurate closure of the Council's accounts, including compliance with year-end requirements for external bodies/sponsors, to ensure that all statutory deadlines are met.
 - To ensure that sound systems of control are in place to protect the Council and to minimise the possibility of misappropriation of assets.
 - To help develop, maintain and implement appropriate accounting policies and standards and to consider and manage the implications of new accounting developments as they impact upon the City Council and companies controlled or influenced by the authority.
 - To respond positively to the Audit Commission and other inspection scrutiny reviews of the City Council to achieve improved assessment.
 - To support the compilation and delivery of balanced integrated budgets.
 - To co-ordinate and manage the completion of any grant claims to ensure that the authority meets all imposed deadlines and reporting standards.
 - To provide specialist financial advice, options appraisals and innovative solutions to inform and formulate the Council's Medium Term Financial Strategy.
 - To take responsibility for any other duties as designated from time to time as falling within the remit of a local authority accountancy arrangement.
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- Any other duties appropriate to the post.

Finance and Staffing Dimensions: - none

Person Specification

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Directorate: Resources
Section: Accountancy

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Knowledge and Qualifications			
AAT Qualified or equivalent with full current membership and CPD participation	✓		
Basic understanding of local government finance, accounting and budgetary control			✓
Appreciation of the nature of a political environment			✓
Experience			
Record of success in helping support sustainable improvements	✓		✓
A track record of helping to motivate and inspire staff in order to deliver a change agenda and improve service delivery	✓		✓
Proven success in developing effective working relationships	✓		✓
Relevant technical experience in the respective role		✓	✓
Demonstrable experience of the utilisation of financial information systems			✓
Skills and Abilities			
Good interpersonal skills and the ability to communicate effectively with other people both inside and outside the directorate			✓
Good oral, written and presentation skills with the ability to represent the Council's policies and views to stakeholders			✓
Ability to help maximise resources and manage budgets effectively in a financially disciplined environment	✓		✓
Ability to implement creative and imaginative approaches	✓		✓
Personal Style			
A good team player with the energy and determination to support the promotion of cultural changes to raise service standards in Stoke-on-Trent. This includes a personal and professional commitment to open communication, open mindedness, equal opportunities and diversity.			✓
Ability to make effective decisions at a relative level in a complex and challenging environment			✓
Degree of personal and professional probity, integrity and credibility that sustains the confidence and trust of stakeholders			✓

