SENIOR ACCOUNTANTS – JOB DESCRIPTIONS

Listed below are the two individual Job Descriptions for the 2 x Senior Accountant vacancies that are being advertised.

A single interview process will be followed covering both vacancies, therefore if you want to be considered for both posts, there is no requirement to apply separately for each post. As such questions will be asked at the interview relating to both vacancies.

You will be asked as part of the interview process whether or not you have a preferred post that you wish to be considered for.
1. JOB TITLE: Senior Accountant (Policy & Finance and Planning & Development)

2. REFERENCE NO: RES171

3. SALARY SCALE: Scale PO 6-9

4. RESPONSIBLE TO: Head of Financial Services

5. JOB PURPOSE: Preparation and monitoring of revenue budgets and final accounts for a range of services. Responsibility for Treasury management activities, including day-to-day cash flow, borrowing, investments and monitoring the council’s position against Prudential Indicators. The post is also responsible for the provision of VAT advice and support to the council’s services.

6. MAIN DUTIES:

6.1 Responsible for analysing service costs and income trends, financial commitments and obligations in order to prepare the revenue budgets and closure of the final accounts for Planning & Development Committee and Policy & Finance Committee services.

6.2 Report to the corporate management team and elected members on the financial performance of services compared to budgeted costs and income.

6.3 Responsible for the operation of the Council’s borrowing, both long-term and short-term. Arranging loans, repayments, reconciliations, completion of returns, estimates and closure of accounts.

6.4 Responsible for the day-to-day operation of the Council’s treasury management function. Monitoring cash flows, arranging investments with brokers and markets, and arranging the transfer of monies.

6.5 Compliance with the requirements of the CIPFA Prudential Code for Capital Finance in Local Authorities and the requirements of the complementary Treasury Management in the Public Services Code of Practice to ensure legality/safeguard of activities.

6.6 To review and update the Council’s Treasury Management Strategy and Treasury Management Policies and Practices on at least an annual basis.

6.7 Responsible for assisting and advising on VAT matters and for calculating and monitoring the council’s Partial Exemption position.

6.8 Responsible for supervision and training of an accounting technician.
6.9 Liaise with and provide financial advice and training to the directors, heads of service and budget holders.

6.10 Represent the Director of Resources at inter-departmental working groups.

6.11 Represent the Director of Resources at external financial working groups.

6.12 Responsible for the completion of various statistical returns and grant claims for the services of the above committees and the completion of the RA forms.

6.13 Responsible for the Council’s financial asset register, including calculation of annual capital charges and estimates for all council services. Also responsible for putting in place arrangements for annual desktop revaluations and five-yearly full revaluations for all the Council’s assets.

6.14 Monitoring and reconciliation of costing systems with particular reference to Planning and Development Committee and Policy and Finance Committee.

6.15 Monitoring and reconciliation of all Planning and Development Committee and Policy and Finance Committee suspense accounts.

7. To be responsible for ensuring the data quality of all information related to the duties of the post.

8. To adhere to the Council’s policies including equal opportunities and health and safety.

9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required, therefore, to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signature of Potholder: ___________________________ Dated: ____________

Signature of Head of Service: ___________________________ Dated: ____________
1. JOB TITLE: Senior Accountant (Community Services and Economic Development)

2. REFERENCE NO: RES171

3. SALARY SCALE: Scale PO 6-9

4. RESPONSIBLE TO: Head of Financial Services

5. JOB PURPOSE: Preparation and monitoring of revenue budgets and final accounts for a range of services. Responsibility for advising and assisting on the procurement activities of the council.

6. MAIN DUTIES:

6.1 Responsible for analysing service costs and income trends, financial commitments and obligations in order to prepare the revenue budgets and closure of the final accounts for Community Committee and Economic Development services.

6.2 Report to the corporate management team monthly and elected members on the financial performance of services compared to budgeted costs and income.

6.3 Responsible for the completion of statistical information in respect of Community Committee for the CIPFA statistical information service. Responsible for the completion and submission of grant claim forms for relevant services of the committee.

6.4 Liaise with and provide financial advice and training on the financial ledger system to directors, Heads of Service and budget holders.

6.5 Responsible for overseeing the completion of the Council’s monthly VAT return.

6.6 Responsible for overseeing the completion of the reconciliation of all of the Council’s bank accounts on a monthly basis.

6.7 Responsible for the system administration of the Civica Financials Authority Purchasing system.

6.8 Responsible for collating and analysing financial information on the Council’s procurement activities and the completion of the EU Public Procurement Statistics returns.

6.9 Responsible for assisting and advising service departments in the undertaking of tendering and other procurement activities.
6.10 Responsible for the supervision and training of an accounting technician and part-time procurement assistant.

6.11 Responsible for monitoring and developing the costing systems for general stores, the works administration, garage services, and grounds maintenance services.


6.13 Represent the Director of Resources at inter-departmental working groups.

6.14 Monitoring and reconciliation of all Community Services Committee and Economic Development Committee suspense accounts.

7. To be responsible for ensuring the data quality of all information related to the duties of the post.

8. To adhere to the Council’s policies including equal opportunities and health and safety.

9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

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