Role Profile for:

technical accountancy manager

**Role Title:** Technical Accountancy Manager

**Service:** Finance

**Location:** Surrey Heath House, Knoll Road, Camberley.

**Reporting To:** Strategic Finance Manager – Deputy CFO

# Role Purpose

* To be the technical lead and provide advice to the Strategic Finance Manager and the Strategic Director Finance and Customer Services on all Financial and Technical accounting issues and in particular be responsible for the year end closing of the financial accounts and the production of the annual published financial statements (Statement of Accounts).
* To provide a comprehensive professional accountancy and general financial advisory service.
* To ensure all regular accountancy activities are carried out consistently across the Council and to the highest standard and in accordance with the latest statutory and regulatory guidance.
* To manage and develop the Council’s financial systems and ledger to ensure that maximum benefit from it is obtained for services users and efficiencies realised.

# Main Duties and Accountabilities

## Knowledge and Expertise

* To ensure that all regular finance processes/tasks are completed consistently and in line with the operating model in place across the Council, and adherence to statutory deadlines.
* The continuous improvement and development of key financial systems and processes ensuring they are implemented consistently and robustly across the Council
* Lead accountancy officer responsible for the closing of the annual accounts and the preparation of the financial statements including the collection fund and working papers in compliance with statute, accounting standards, BVACOP, published guidance and auditors’ advice and recommendations.
* Lead officer for the Council’s Capital programme
* Lead officer for the Council’s Treasury activities.
* Support to the Strategic Finance Manager (Deputy CFO) in preparing the annual strategic papers for Capital (Capital Strategy) and Treasury (Treasury Management Strategy)
* To assist in the preparation of information for elected Members and the public in relation to financial issues
* Assist with the completion of Government Statutory returns as directed by the Strategic Finance Manager (Deputy CFO)
* To ensure that the Council’s financial records are maintained in accordance with the instructions of the Strategic Finance Manager (Deputy CFO).
* Ensure the Council’s Financial Transactions and accounts meet with all due standards of probity and that they comply with relevant legislation, accounting codes of practice, financial regulations and standing orders.
* To be responsible for health and safety issues relating to the team and ensure each member complies with statutory requirements and Council’s Policy.
* Proper accounting of capital transactions within the Council’s records
* Maintenance of the Council’s capital asset records in the Civica system
* Ensure the Council’s cashflow requirements are met and forecasted accurately.
* Support the operation of the on-line banking system
* To work with absolute personal integrity at all times
* To undertake other roles, responsibilities and duties commensurate with the level and expectations of this post which may be required from time to time.

## Creativity and Innovation

* To advise, support and offer creative solutions to service areas that the role supports to create new and imaginative approaches to processes and systems.
* Ability to effectively problem solve

## Financial Accountability

* Demonstrable experience and understanding of closing financial accounts and the production of financial statements
* Responsible for ensuring all data and financial information is obtained, reported and retained in accordance with relevant financial regulations
* Ensure all reporting is compliant and in accordance with the appropriate and current accounting standards
* Ensure that the service meets the appointed auditors timetable and accuracy requirements to allow a timely, accurate and unqualified sign-off of the annual Statement of Accounts.

## Impact upon the Organisation & the Community

* To effectively contribute towards providing and improving the level of service that finance provide to all customers, officers, Members and organisations, maintaining and building effective relationships
* Experience of developing initiatives designed to maintain a secure financial services environment at all times
* Experience of assisting services in achieving their objectives
* Understanding of the key objectives of the authority and service
* Ability to explain in non-accounting terminology the annual reported accounting statements.
* Officers should ensure that in all corporate activity, they take into account and are responsive to the values of equality and diversity and meeting equal opportunity policies

## Management & Supervisory Responsibilities

* Manage the Technical Accountant and the Capital and Treasury Accountant to ensure the continuity of service.
* Work with colleagues and the Strategic Finance Manager (Deputy CFO) to manage the workload within the department
* To be able to converse clearly with other members of staff
* Ability to deputise as required for the Strategic Finance Manager (Deputy CFO) and for other Accountancy Managers within the team as required.
* Member of the Council’s Wider Management Team (WMT).
* Represent the Strategic Director Finance and Customer Services and/or the Strategic Finance Manager (Deputy CFO) on technical financial accounting meetings, workshops and seminars (including the need to provide feedback on these meetings).

## Initiative & Independent Action

* Enthusiasm and ability to take the initiative to positively influence, and demonstrate effective, decision making
* Able to develop new/improved and cost effective ways of working
* Ability to manage and make decisions independently
* To work autonomously using own judgement to make decisions with only occasional reference to the Strategic Finance Manager (Deputy CFO)
* To ensure Council internal procedures (including the Financial Regulations) are complied with and updated as necessary to reflect current legislation and best practice.
* Recognise, prevent and minimise fraud both internally and externally by knowledge of fraud awareness issues and counter-fraud provisions, adopting procedures according to current policies, referring discrepancies to the Council’s Internal Audit service
* Ability to adhere to deadlines, both statutory and local.
* To be the financial lead on all technical accounting issues and processes.

## General

* Work with absolute personal integrity at all times.
* Undertake other roles, responsibilities and duties commensurate with the level and expectations of this post which may be required from time to time.
* Provide training for services to enable them to use the Civica system.
* Maintain a secure working environment at all times and adhere to health and safety procedures.
* Flexible team player, professional, enthusiastic, open and honest
* Positive approach to challenges and change
* Focused, accurate and methodical with confidence in their own ability
* Demonstrate a desire for continuous self-improvement
* Excellent communicator at all levels
* Open to new tasks and ideas

## Continuous Professional Development

* Keep up-to-date with changes in legislation, financial regulations, accountancy practice, accounting policies and standards and updates on the accounting systems.
* Ensure all professional development is undertaken to ensure continuation of any professional qualifications.

# Customers and Contacts

## Important Internal Relationships

* Strategic Director Finance and Customer Service (CFO)
* Strategic Finance Manager (Deputy Section 151)
* All other Accountancy Managers
* Transactions Officers
* Internal Audit
* All Financial System Users
* Corporate Management Team
* Partnership client function officers (where applicable).
* Information and Communications Technology Service
* Service Budget Holders
* Other staff throughout the authority

## Important External Relationships

* External Auditors
* Technical advisors on closing accounts
* Funding/Grant giving bodies
* Accountancy/Public Finance User Groups
* Technical Accountancy bodies
* Partnership bodies (where applicable)

**Additional Requirements**

* To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
* To remain current and up-to-date on all technical accounting issues.
* To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
* Ability to work from home if required, with access to reliable fast broadband connectivity.
* No contra-indications in personal background or criminal record indicating unsuitability in this role.
* Legally entitled to work in the UK
* Ability to participate in the Council’s out of hours Civil Emergency arrangements.
* [Member of the Council’s wider management group (WMT)]
* Carries out any other duties commensurate with the grade of this post as is required of the Council.
* This is a Politically Restricted Post

# Technical Accountancy Manager - Person Specification

## ****Qualifications and Training****

|  |  |  |
| --- | --- | --- |
| Criteria | Essential or Desirable | Application,  Interview or  Assessment |
| Minimum of 5 GCSE including maths and English | E | I |
| Qualified Accountant – CIPFA or CCAB body qualified | E | I |

## Knowledge and Experience

|  |  |  |
| --- | --- | --- |
| Criteria | Essential or Desirable | Application,  Interview or  Assessment |
| Comprehensive in depth knowledge and experience of financial processes and procedures in a Local Authority or similar organisation with an awareness of topical issues including closing of the accounts and the production of the financial statements. | E | A |
| Proven extensive experience in a finance role preferably as a Qualified Accountant within a Local Authority or similar complex/large organisation delivering finance services. | E | A |
| In depth knowledge of Financial accounting within the public sector | E | A |
| Knowledge of the latest issues affecting local government | E | A |
| Knowledge of local Government finance including accounting standards and statue. | E | A |
| Good I.T. literacy including use of word, excel and financial systems | E | A |

## Skills and Relations with People

|  |  |  |
| --- | --- | --- |
| Criteria | Essential or Desirable | Application,  Interview or  Assessment |
| Ability to express ideas and facts clearly and confidently to others at all levels | E | I |
| Able to communicate in a variety of styles, including the production of reports, and other forms of communication materials | E | I |
| Able to give high quality, sound advice on financial matters | E | I |
| Ability to develop good working relationships with colleagues and gain mutual respect | E | I |

## Creativity and Innovation

|  |  |  |
| --- | --- | --- |
| Criteria | Essential or Desirable | Application,  Interview or  Assessment |
| Ability to create new and imaginative approaches to processes and systems | E | A & I |
| Ability to effectively problem solve | E | A & I |

## Financial Accountability

|  |  |  |
| --- | --- | --- |
| Criteria | Essential or Desirable | Application,  Interview or  Assessment |
| Experience and understanding of closing financial accounts and the production of the financial statements within a local authority. | E | A & I |
| Responsible for ensuring all data and financial information is obtained and retained in accordance with relevant financial regulations | E | A & I |

## Management and Supervisory Responsibilities

|  |  |  |
| --- | --- | --- |
| Criteria | Essential or Desirable | Application,  Interview or  Assessment |
| Experience of staff management | E | A & I |

## Initiative and Independent Action

|  |  |  |
| --- | --- | --- |
| Criteria | Essential or Desirable | Application,  Interview or  Assessment |
| Experience of developing initiatives designed to maintain a secure financial services environment at all times | E | I |
| Experience of assisting services in achieving their objectives | E | I |
| Understanding of the key objectives of the authority and service | E | I |
| Able to develop new/improved and cost effective ways of working | E | I |
| Ability to manage and make decisions  independently and create clear and concise  reports, reviews and statistical analysis  which contribute towards service objectives. | E | A & I |
| Enthusiasm and ability to take the initiative to positively influence, and demonstrate effective, decision making | E | A & I |

## Additional Requirements

|  |  |  |
| --- | --- | --- |
| Criteria | Essential or Desirable | Application,  Interview or  Assessment |
| To always work with absolute personal integrity | E | A & I |
| To be responsible for health and safety issues relating to the team and ensure each member compiles with statutory requirements and Council’s Policy | E | A & I |
| Positive approach to challenges and change | E | I |
| Focused, accurate and methodical with confidence in their own ability | E | I |
| Excellent communicator at all levels | E | I |
| Flexible team player, professional, enthusiastic, open and honest | E | I |
| Proven ability to time manage and prioritise own workload and that of the team, achieving team objectives when appropriate | E | A & I |
| Be able to work concurrently on a wide range of issues, meeting all deadlines, with minimum support and intervention | E | I |
| Ability to implement and monitor complex projects | E | A & I |
| Always maintain a secure working environment and adhere to procedures | E | I |

## DBS Requirements

* Standard Check