

## Job Description

Job title	Management Accountant - Capital
Directorate	BUSINESS : Business Support
Division	Corporate Accounts
Range	MPR 6
Reports to	Finance Business Partner (Capital & Insurance)

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### Main purpose of the job:

< Assist the Finance Business Partner – Capital Accounts in maintaining the financial position with regards to Developer Contributions, especially Section 106, ensuring that proposed capital schemes to be funded from this source, have funds available.

To assist the Finance Business Partner – Capital Accounts by providing capital spend/budgets and funding of the outturn/proposed funding of the outturn..>

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

< To assist the Finance Business Partner – Capital Accounts in providing capital accounting support and advice to the service directorates.

To assist the Finance Business Partner – Capital Accounts with the capital aspects of the final accounts process including the capital outturn, and its funding thereof; the capital additions to the Council's non-current assets; reconciliations and associated accounting treatment of capital grants and capital receipts.

Contribute, as required, to the gateway procurement process, ensuring that financial implications are properly considered.

In accordance with statutory or prescribed timetables, assist with all relevant capital returns, statistics or questionnaires to various outside bodies including the directorate's contribution to the COR, CER and CPR returns.

To assist with associated complaints and freedom of information requests relating to the services within this area.

Establishing and maintaining sound financial systems and procedures, ensuring that these are standardised across the division to improve efficiency and effectiveness, and meet any legislative and statutory obligations.

Monitor and promote compliance with the Council's financial rules, accounting codes of practice and other internal and external guidelines and regulations and provide general financial advice to members and officers to ensure sound financial control over the Council's resources.>

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### **Key Corporate Accountabilities:**

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

### **Organisation:**

This role reports to the Finance Business Partner (Capital & Insurance)

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## **Working Style:**

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

# Person specification

All criteria at level A are considered essential unless stated otherwise.

## Qualifications

### Level A

- <Possession of AAT (Association of Accounting Technician) qualification or other / or higher level of professional accountancy qualification.>

### Level B (in addition)

- <add in role specific qualification>

### Level C (in addition)

- <add in role specific qualification>

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## Knowledge

### Level A

- <add in role specific knowledge>

### Level B (in addition)

- <add in role specific knowledge>

### Level C (in addition)

- <add in role specific knowledge>

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## Experience

### Level A

- <Extensive experience in local government finance or similar environment. Desirable
- Ability to demonstrate the advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge.>

### Level B (in addition)

- <add in role specific experience>

### Level C (in addition)

- <add in role specific experience>

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## Skills

### Level A

- Proficient in the use of Microsoft Word, Excel and Outlook
- Full driving valid for use in the UK and access to own transport for work purposes
- <Excellent ICT skills and previous knowledge of computerised financial management systems.

- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies that take more than a year to formulate.
- Demonstrable developed communication skills with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences.
- Demonstrable ability to progress a series of activities within recognised guidelines making frequent decisions without ready access to more senior officers except for advice on policy or resource issues.
- Demonstrates the ability to either:
  - (i) deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands, or
  - (ii) the equivalent of periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation, or
  - (iii) all or most of the working day spent on being alert to risks or checking of documents or equivalent.
- Can demonstrate dexterity, co-ordination or sensory skills where there is either some demand for precision and speed or considerable demand for precision in the use of these skills (e.g. data processing or speed typing, driving a large van or truck, tractor or similar).
- Demonstrable ability to either:
  - (i) Undertakes some tasks or duties which are to the direct benefit of individuals or groups of people by impacting directly on their health and safety or well-being and/or
  - (ii) Provides general advice and guidance on internal procedures in relation to the well-being of people.
- Demonstrable ability to either:
  - (i) undertake direct responsibility for the line management of others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors, and/or
  - (ii) provide advice and guidance on the operation of established internal procedures in relation to human resources, this may include interpretation of policies and procedures to meet specific circumstances or problems.
- Demonstrable ability to take on high direct responsibility for financial resources where the work involves either:
  - (i) accounting for very large sums of money, in the form of cash, cheques, direct debits or equivalent where care, accuracy and security are important, or
  - (ii) under supervision of the service manager, be accountable for large expenditures (£50,000+) from an agreed budget or equivalent income. This may include contributing to budget setting and monitoring and ensuring effective spend of budgeted sums; or
  - (iii) interpreting, advice and guidance on the operation and implementation of external regulations and statutory requirements in relation to finance. This may require adaptation of internal policies and procedures to meet the demands placed on a service or department, or

(iv) a shared responsibility for the development of policies and procedures in relation to finance, the development of such should be seen to have a significant impact on the operation of the organisation. >

**Level B (in addition)**

- <add in role specific skills>

**Level C (in addition)**

- <add in role specific skills>