

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Senior Accountant
DIRECTORATE	Business Support
DEPARTMENT	Finance
RESPONSIBLE TO	Finance Business Partner
GRADE	Range 6

1. MAIN PURPOSE OF JOB

In respect of designated directorates, divisions or services:-

Prepare financial projections, in accordance with agreed strategies and timetables, for inclusion in the Authority's Medium Term Financial Strategy.

Prepare revenue budgets in accordance with agreed strategies and timetables, ensuring that they reflect service requirements. Work with, and train where necessary, budget manager's to promote their ownership of budgets and their understanding of financial responsibilities.

Work closely with, and develop, budget managers to ensure that they undertake effective revenue budget monitoring; that appropriate remedial action is considered and that forecast variances are adequately reported. This to include the submission of quarterly reports to the Directorate Management Team.

Complete, in accordance with agreed timetables, the final accounts programme to net revenue account stage. Analyse the final outturn to ensure that variations against budget are properly explained and reported. Liaise with the external auditor as required. Assist in the preparation of the statement of accounts beyond net revenue account stage.

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.

Contribute, as required, to the preparation of cabinet and committee reports to ensure that financial implications are properly addressed.

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

Complete, in accordance with statutory or prescribed timetables, the relevant sections of returns, statistics or questionnaires to various outside bodies including the RO and RA returns.

2. PERSON SPECIFICATION

Qualifications

Desirable

- Possession of AAT (Association of Accounting Technician) qualification

Experience

Essential

- 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.

Skills

Essential

- Excellent ICT skills and previous knowledge of computerised financial management systems.

Desirable

- 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.

3. ORGANISATION

(i) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

(ii) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

4. PHYSICAL DEMANDS

The post holder generally undertakes tasks in a sedentary position but is able to lift or carry items or bend or stretch when required.

5. EMOTIONAL DEMANDS

Is not normally required to have contact with, or work for, other people (other than immediate work colleagues) which, through their personal circumstances or behaviour place emotional demands on the jobholder.

6. RESPONSIBILITY FOR PHYSICAL RESOURCES

The post holder will be required to take high direct responsibility for any of the following:

- (i) the adaptation, development or design of significant information systems.
- (ii) the adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent.
- (iii) security of a range of high value physical resources.
- (iv) ordering of a wide range of equipment and supplies.
- (v) making a significant contribution to the adaptation, design or development of either large-scale information systems for use by others, or of a range of equipment, land, buildings, other construction works or equivalent.
- (vi) providing interpretation, advice and guidance on the operation and implementation of external regulations and statutory requirements in relation to physical resources. This may require adaptation of internal policies and procedures.
- (vii) a shared responsibility for the development of policies and procedures in relations to physical resources which will have a significant impact on the operation of that service or department.

7. WORKING CONDITIONS

The post holder will be required to deal with occasional exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.