Westmorland & Furness Council

Post Specification

Date	**April 2023**
Post Group Number	**5945**
Post Title	**Accountant**
Job Family	**Regulation and Technical**
Job Family Role Profile	**RT11**
Final Grade	**11**

To be read in conjunction with the job family role profile

Service Area description

The Accountancy and Financial Planning team is part of the Finance Service.
The team is responsible for providing support to front line Council services through a mixture of technical, operational and strategic advice. This support ensures that managers across the organisation can effectively manage their budgets, make effective decisions and develop and deliver change projects. The support also ensures that the financial systems and the subsequent accounting information is robust. In particular the team lead on providing both revenue and capital budget support to managers, developing the annual Budget and five year Medium Term Financial Plan, producing the annual Statement of Accounts and undertaking financial modelling to support saving proposals and change projects.

Purpose of this post

To support the Service Accountant in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan.

Key job specific accountabilities

1. Provide flexible and professional financial services to managers across the Council. This will include consulting on their requirements and formulating proposals to enhance service delivery and financial performance.

2. Maintain accounting records to a high standard, and complete financial statements, grant claims, returns etc., accurately and within the required deadlines.

3. To develop effective working relationships with budget managers to ensure an effective business partnering role between finance and services.

4. To ensure managers have appropriate financial skills to enable them to effectively manage the budget and utilise financial systems through training and coaching.

5. Proactively working with services to identifying and resolving financial issues through utilising best practice and innovative solutions.

6. Communicating effectively through understanding the needs and presentational requirements of the audience. Influencing and encouraging managers to consider financial issues within decision making.

7. Being an advocate for supporting the cultural change required to develop budget monitoring processes and systems to increase budget management capabilities.

8. Support managers in the development of reports, business cases and options papers, ensuring that financial implications are considered and that financial resource and value for money comments are informed, impartial and accurate.

9. Challenge inherent working methods and encourage managers at all levels within the Council to change working practices where necessary to improve value for money from activities.

10. To support the delivery of financial services across the Council through demonstrating a flexible approach to work. This may involve working in other areas of the finance team and supporting projects.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• This role has no budget responsibility
Staff Management Responsibilities	• None
Other	Information; responsible for maintenance of accounting records. Equipment; a limited range of IT equipment

Essential Criteria - Qualifications, knowledge, experience and expertise

- Qualified CCAB Accountant, or equivalent demonstrable experience and a willingness to complete professional qualification.
- Evidence of continuing personal and professional development.
- Extensive practical knowledge and application of budget preparation, monitoring and year end accounting practices and application of current accounting standards.
- Experience of introducing best practice and innovation with services.
- Significant experience of providing accounting services.
- Good technical background in accounting covering all aspects of budget preparation, in year monitoring and forecasting and year end accounting.
- Preparing grant claims and other statistical returns.
- Experience of training / coaching one on one or in a group environment.
- Ability to make quick and accurate decisions when faced with limited information.
- Ability to work with non-finance managers to provide objective and understandable financial advice.
- Accurate numeracy, analytical and comprehension skills.
- Competent use of Microsoft Office packages, Word, Excel, PowerPoint or similar packages.
- Capacity to work effectively under pressure, prioritise and meet deadlines.
- High quality communication skills; written, report writing and presentational,
- Flexible approach to meeting the requirements of the client.
- Personal integrity and understanding of requirements of confidentiality.
- Commitment to improve service.
- A willingness to accommodate pressures in work through working flexibly.

Disclosure and Barring Service – DBS Checks

- This does not require a DBS check.
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Job working circumstances

Emotional Demands	• Routine demands commensurate with the tasks and duties encountered in a modern office and challenging role of this type.
Physical Demands	• Limited physical demands, commensurate with those experienced in a normal office environment.
Working Conditions	• Conditions as experienced in a normal working office environment

Other Factors

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