

Role Title	Corporate Accountant (Financial Strategy)
Job Family	Finance
Competency Level	Senior Manager
Pay Scale	PO9
Purpose	
The Corporate Accountant, Financial Strategy provides support to the Head of Financial Strategy in the delivery of the organisation's: • financial planning and budget setting; • financial monitoring; and • financial reporting. The post holder must be a technically capable Accountant who can lead on the day-to-day operation of the organisation's financial monitoring and reporting processes and also possess the technical skills to support the Medium Term Financial Strategy (MTFS) and budget-setting process. They must have sufficient technical expertise to ensure that the organisation is provided with accurate and timely financial information to inform budgets and decision-making.	
Job Specific Accountabilities	End Results/ Outcomes
Adaptability Adjust, modify, or change in response to new circumstances, challenges, or changing environments, remaining flexible, open-minded, and capable of evolving in order to thrive and succeed in varying situations.	Uncertainty in the operating environment is navigated successfully. Change is fully embraced and supported. Role is performed to a high standard even in unfamiliar or unexpected conditions.
Judgement Demonstrate critical thinking and problem-solving skills, both individually and collectively, avoiding "group think" and optimism bias.	Sound, evidence-based decisions are made. Timely and appropriate risk-based decisions are made.
Communication and the ability to influence Deliver competent written and verbal communications, including presentations.	All messages are communicated clearly and 'jargon' free.
Strategic thinking Think critically, see the bigger picture, and align actions with long-term goals and objectives. 'Horizon scan' risks, issues and opportunities over the short, medium and long term.	Potential challenges and opportunities for the long term are consistently identified. Decisions affecting services are aligned with "big picture".
Challenge Provide balanced and objective feedback and analysis/advice.	Appropriate and constructive challenge/feedback is provided to the organisation in a professional manner.

Business insight Recognise the impact of knowledge to add value and create or improve something.	Processes, products, outputs and approaches are optimised to deliver best results.
Time management Demonstrate good time management skills.	High quality work is delivered within agreed timelines.
Business writing Structure reports effectively, including building a convincing executive summary with compelling arguments and good conclusions and summary.	Meaningful information is delivered in a clear, concise and effective manner. Reports contain effective organisation of ideas and clear expression of thoughts in writing.
Financial accounting and reporting Analyse and report financial transactions and clearly and accurately.	Accurate accounting records are maintained.
Sustainable accounting Consider non-financial information about the organisation's performance to reflect the organisation's activities on environmental, social and governance (ESG).	Financial statements are created, taking into account ESG matters.
Financial management Consider profitability, expenses, cash and credit in the context of an organisation fulfilling its objectives.	Profitability, expenses, cash and credit factored into organisational decision-making.
Risk management Ensure the organisation's risk management framework and risks are managed effectively.	Uncertainty is controlled. Better decision-making is supported and better outcomes are secured.
Performance measurement, management and improvement Performance is measured and managed effectively, and areas for improvement are identified to ensure that organisational performance is optimised.	Organisation is supported to evaluate performance, set strategic goals and enhance operations.
Financial systems Deliver, develop and exploit relevant resource management systems and processes to support the organisation's financial policy, regulations, information requirement and end-user population.	Financial systems are resilient and fit for purpose. Financial systems support the organisation to achieve its objectives.
Internal financial controls Implement a control framework for the organisation.	Integrity of operations, and financial and accounting practice is ensured.
Professional qualifications and awareness of public sector finance standards Have appropriate professional qualifications and awareness of public sector finance	Finance team is appropriately qualified.

standards for the role, which may be different and (amongst other factors) dependent on length of service and training history.	
Building relationships Build trusted and reliable relationships with individuals, teams and organisations, both within the organisation and externally.	Effective relationships with others are built and maintained.
Stakeholder relationship management Identify the value between different stakeholders and influence them through productive engagement, questioning and challenging in a constructive way.	Stakeholders are challenged constructively leading to better decision making and outcomes.
Key Activities	
Key activities for the Corporate Accountant, Financial Strategy include: • Supporting the Head of Financial Strategy with the MTFs and budget-setting process. • Preparing accurate financial management information, including budget monitoring reports and forecasts, promptly highlighting any risks and trends, in line with the organisation's policies and procedures. • Ensuring that financial information is relevant and balanced and is received by decision-makers at the appropriate level. • Ensuring that financial data analytics are used where appropriate to better inform budget monitoring and longer-term financial planning. • Coordinating the annual fees and charges exercise and the production of the report for Cabinet and full Council. • Completing statutory and other returns, supported by clear and appropriate workings, in line with statutory requirements, and liaising with government departments and agencies as required. • Consolidating monthly monitoring reports from service finance teams and producing the monitoring report for Senior Leadership Team and Cabinet. • Monitoring virements. • Acting as Finance Business Partner for corporate budget codes. • Coordinating year-end accounting for earmarked reserves. • Ensuring integrity of financial information and compliance with audit requirements. • Assisting with the efficient and timely completion of specific tasks within the annual closing of accounts process and ensuring that information presented in the financial statements complies with the CIPFA Code of Practice and reporting standards. • Supporting effective liaison with external and internal audit, including the efficient filing and retention of documentation, maintaining appropriate audit trails for subsequent retrieval as and when required. • Assisting with the production and presentation of complex and diverse financial information to members and other senior stakeholders, that informs service and corporate decision making. • Undertaking specialist project work of a complex nature, preparing reports, representing accountancy services on working groups, including some external groups, and providing financial management and related expertise as and when required. • Acting as deputy for the Head of Financial Strategy as and when required.	

Nature of Contacts The post holder will be required to: • liaise with Directors, Assistant Directors, senior managers and elected members; • liaise with managers and Directors across the council on operational and strategic issues, and take a lead on individual assignments that may need to involve more than one team; • be the organisation's main contact with the Accountancy team; • represent Finance at inter departmental working groups and committees as required; • represent Finance at external groups and organisations; • communicate with officers, elected members, partner organisations, members of the public, service users and other relevant stakeholders; and • work closely and in partnership with colleagues across the organisation, the external auditors, internal auditors and the organisation's external partners.
Procedural Context Reports to Head of Corporate Finance. Manage highly complex / high risk issues within a framework of policy and regulatory guidelines. Objectives and targets are developed and agreed in line with service plan. High level of discretion and use of initiative in deciding what course of action to take. Exercise expert judgement in assessing complex stakeholder requirements, potential risk and managing quality assurance of service. Significant expert knowledge and significant experience is required to resolve highly complex issues and proactively anticipate and mitigate problems. Design and develop innovative solutions which enhance the quality and efficiency of services and reputation of the council. Occasionally the post will be expected to work from other locations.
Key Facts and Figures Standard DBS check required. Enable others to understand changes and developments in relevant area and learn new processes / procedures. Responsible for ensuring contractors / providers deliver to agreed standards. May manage project teams of both internal staff and external contractors / consultants.
Resourcing Budget responsibilities Budget responsibilities of up to £250k. Resource and budget management of programme budgets across Financial Services as required. Supervisory responsibilities None
Knowledge, Skills and Experience Essential: • Knowledge of accounting principles and practices necessary to provide financial control and direction.

- Experience of closing accounts and the external audit of those accounts.
- Experience of financial reporting within a local authority or other public sector body.
- Experience of consolidating budget monitoring and outturn.
- Experience of managing significant budgets and resources.
- Ability to extract and manipulate complex financial and non-financial data to demonstrate trends and correlations to support analysis and reporting.
- Excellent interpersonal skills and the ability to communicate with stakeholders at a senior level both internally and externally.
- Ability to challenge existing standards and practices leading to continuous improvement and delivery of best practice.
- Excellent presentation and report writing skills and the ability to communicate clearly, including the ability distil complex financial advice into appropriate formats and write clear and concise reports.
- Experience of working in a complex organisation with competing priorities and the ability to manage workload and meet stakeholder needs with minimum supervision.
- Significant experience of using MS Office (Word, Excel and PowerPoint) and ability to train and support others in its day-to-day use.
- Experience of planning, accounting and managing large, complex financial budgets and other resources.
- Experience of leading on financial processes and/or projects.

Desirable

- Experience of MTFS modelling and budget setting for a large organisation, preferably a local authority or other large public sector body.
- Experience of completing Collection Fund accounts.
- Knowledge of the Oracle system.
- Experience of managing and developing staff.

Indicative Qualifications

Essential

Fully qualified accountant (CIPFA, ACA, ACCA, CIMA) or part qualified with a demonstrable plan to achieve full qualification.

Evidence of post-qualification continuing professional development

Desirable

Educated to degree level or equivalent.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

Generic Accountabilities linked to the pay scale

Generic Accountabilities	End Results/ Outcomes
Plan and ensure service delivery within a complex / diverse service area. Control operational activities within the service area and ensure professional standards are delivered.	The service is delivered to the quality, Council, professional and legislative standards required. Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements. Corporate strategies are effectively implemented within area of responsibility. External inspections are managed effectively. Service delivers excellent customer service.
Manage responses to complex professional or politically sensitive issues within the area of responsibility. Manage key relationships with delivery partners /providers /suppliers to commission / manage / evaluate / enhance appropriate service delivery / capacity within area of responsibility.	Expert opinion, advice, supports and interpretation is provided on all aspects of the area of responsibility, including major decisions. Major issues are managed through to a satisfactory conclusion. Feedback and complaints procedures are developed and managed. Complaints are effectively resolved. Customer outcomes are clearly understood and specified. Services / goods are delivered on time, to budget and standards agreed. Opportunities to improve delivery / capacity of provision are proactively identified and actioned. Suppliers and supply chains are resilient and adaptable to meet changing needs. Expected operational efficiencies are realised.

Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards.	Service plan and targets for area of responsibility are developed from Council's overall strategic directives and agreed and communicated within required timeframe. Strategic and operational input is provided to wider business planning and development. Progress against objectives is effectively monitored and delivered.
Ensure the development and delivery of continuous improvements in all aspects of the service.	Improvements are developed and delivered effectively. Stakeholder requirements are met.
Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.	The team is highly competent, effective, motivated and outcomes focussed. Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales. Effective team meetings take place to required timescales.
Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.	Resources including, equipment, people, and systems are utilised optimally and efficiently. Annual budget is planned, developed and delivered. Value for money is maximised. Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.	Safeguarding standards are monitored and maintained in compliance with Council policy. Appropriate safeguarding training is provided.
Implement a risk management programme and advise on issues affecting Council service areas.	Business threatening situations are recognised, planned for and managed or escalated as appropriate. Systems and governance are in place to and respond promptly to critical events.

	Continuous service is provided.
Ensure the successful implementation of health and safety legislation, policies and practices.	Risks to staff and others are assessed and managed. Suitable health and safety instruction and training are provided. There is a safe working environment.