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| JOB ROLE PROFILE AND PERSON SPECIFICATION |

Post Title and Number: Corporate Accountant

Present Grade: MM1 Dept.: Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service/Section/Team: Corporate Finance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reports to (title): Deputy Chief Accountant/Chief Accountant

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| Purpose of the Role: |

* To be a key member of a team that ensures the Council’s financial accounts are a true reflection of activity undertaken by the Council.
* To ensure that the area of the Accounts for which the officer holds specific responsibility is accounted for in line with International Financing Reporting Standards and CIPFA’s Code of Practice for Local Government Accounting.
* To be a technical expert in a part of Corporate Finance and provide specialist financial accounting advice to budget holders and other officers to support decision-making when making financial accounting decisions.
* To keep any specific technical notes up-to-date to ensure business continuity and to allow officers to develop expertise in all areas across Corporate Finance.
* To ensure that all key reconciliations and forecasts are updated in line with the Council’s Financial Regulations and with the timescales for quarterly monitoring.

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| Dimensions including Structure Chart: |

1. **Annual budgetary amounts with which the role is either directly or indirectly concerned:** None
2. **Structure Chart:** Reports to Deputy Chief Accountant/Chief Accountant
3. **Number of direct reports**: N/A
4. **Nature of reporting relationship between post holder and line manager**: The post holder will work independently but closely with their line manager and will on occasion be required to deputise for the line manager.

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| Key Accountabilities: |

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| **Generic Accountabilities** |
| 1. The post holder will be expected to work unsupervised on their specific area of specialism but also work on a wide range of project based financial issues and provide suggestions for the resolution. 2. The role requires a high level of financial accountancy skills as they will need to have and develop specialist areas of knowledge. 3. The postholder will need to undertake other tasks as required. 4. To manage the financial accounting area for the Accounts with limited supervision. 5. To support the production and external audit of the Annual Statement of Accounts. 6. To ensure all reconciliations and forecast models are up-to-date   To propose and deliver solutions with limited supervision for complex accounting problems.   1. Pro-Actively seek opportunities to improve the financial support provided to the Council to deliver efficiencies including through the implementation of system improvements and increased automation. 2. +To provide support when required for the completion of VAT and CIS returns to HMRC ensuring that they are calculated correctly, appropriate records are kept and that the Council is tax-efficient. 3. Any other duties reasonably requested by management. 4. Carry out all accountabilities in compliance with the Council’s Policies and Procedures 5. Specialisms noted below (but in case of vacancies some roles may need to be split or supported by more junior officers): 6. Grants and Technical Accountant: This role will have responsibility for maintaining the Council’s grant register, S106/CIL and balance sheet monitoring in addition to supporting the year end processes 7. Assets and Technical Accountant: Officer keeps Asset Register properly reconciled and reviews all capital transactions to support quarterly capital accounting. This officer will work closely with Capital Business Partners to review capital entries to make sure that they are accounted for correctly. The officer will also be responsible for accounting for leases. 8. Technical and Systems: This role is responsible directly to the Chief Accountant and will support with all aspects of work relating to financial controls, year end processes and the production of the Annual Statement of Accounts. This role will also provide support for the Finance Systems maintenance and improvements when required. 9. The postholder will also provide support for the other Corporate Accountant tasks across the team to ensure resilience and support for key work tasks. |

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| Key Relationships (Internal and External): |

* Build and maintain effective relationships with senior officers across the organisation in order to develop, improve and provide a proactive, flexible, customer focused service solution. This will include Directors, Assistant Directors, Heads of Service and Budget Holders, with briefings provided to CE, Cabinet Members, Directors, CMB, and other Departmental DMTs as necessary
* Establish and maintain excellent relationships with relevant Project service managers & Directors, external consultants, other Finance Managers, service contacts and other back office hubs to facilitate a shared approach to meeting business requirements and developing better ways of working.
* Liaison with external bodies and stakeholders as required in order to accomplish the requirements of the specific role. This may include Government Departments at a senior level.

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| Equality and Diversity: |

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

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| Health and Safety: |

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health& Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;

2. Following safety rules and procedures;

3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and

4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

* take part in safety training and risk assessments and suggest ways of reducing risks; and
* take part in emergency evacuation exercises.

Employees shall report all accidents, ‘near miss’ incidents and work-related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

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| Information Security: |

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council’s Information Security Policy.

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| Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice: |

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

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| PERSON SPECIFICATION |

**Job Title: Corporate Accountant**  **Grade: MM1**

**Department:** Resources **Team: Corporate Finance**

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| **KNOWLEDGE, SKILLS & ABILITIES** (You are not restricted to 2 criteria for each category) | **HOW TESTED**  Application – A  Test – T  Interview – I |
| **Job Specifics – Skills, Experience** (In this section you should list between **4** and a maximum of **8** essential recruitment and selection criteria and **2** desirable criteria). **The information you provide in this section will be used in the recruitment application process to assess the suitability of job applicants.** **Essential:**   1. A CCAB or CIMA accountancy qualification, or part qualified and actively studying for such a qualification. 2. An understanding of local government finance 3. Comprehensive knowledge and understanding of financial accounting and experience in providing high level advice, support and challenge on a variety of complex financial and service issues 4. Excellent numerical and analytical skills, including the ability to analyse and interpret detailed and complex financial and other information, to develop and use financial management systems and to have the confidence and ability to train and develop others in the use and application of such systems 5. Excellent oral and written communication skills, including the ability to present a range of complex and detailed financial and other issues to a diverse audience including councillors and senior officers and to develop and manage productive relationships with both external and internal contacts and agencies. 6. Advanced IT skills in particular excel, PowerPoint and word, including the ability to design, construct and interpret complex spreadsheets. Experience of working with integrated financial systems in a large organisation 7. Experience of providing financial advice and support to senior officers, members and external stakeholders   **Desirable:**   1. Specialist expertise in local government financial accounting 2. Experience of dealing with VAT and Indirect taxation | **A,T,I** |
| **Behaviours**  Appropriate behaviours are key to the delivery of our vision for Enfield.  We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;  **Take Responsibility** We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.  **Open, Honest and Respectful** We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.  **Listen and Learn** We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer’s point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.  **Work Together to find solutions** We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.  **Candidates: Please ensure you address these behaviours in your responses to the essential (and desirable if applicable) criteria above** | **A,T,I** |
| **Competencies:**   1. **Provide Leadership** 2. **Build Relationships** 3. **Communicating Information** 4. **Creating Innovation** 5. **Resilience** 6. **Planning and Managing Resources** | **A,T,I** |
| **Knowledge**   1. Knowledge & understanding of financial management | **A,T,I** |
| **Qualification(s)**  **1** A CCAB or CIMA accountancy qualification, or part qualified and actively studying for such a qualification | **A,T,I** |