|  |
| --- |
| JOB ROLE PROFILE AND PERSON SPECIFICATION |

Post Title and Number: Deputy Chief Accountant

Present Grade: MM2 Dept.: Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Reports to (title): Chief Accountant

|  |
| --- |
| Purpose of the Role: |

* To deputise for the Chief Accountant, reporting to EMT and General Purposes Committee, where appropriate
* To lead the production of the Council’s statutory Financial Statements, overseeing and linking up with the Corporate Accountants
* To ensure the LBE Council Accounts are accounted for in line with Internal Financing Reporting Standards and CIPFA’s Code of Practice for Local Government Accounting.
* To be a technical expert in Corporate Finance and provide specialist financial accounting advice to budget holders and officers in other parts of Finance to support decision-making.
* To ensure all the technical notes are kept-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 accounts production.

|  |
| --- |
| Dimensions including Structure Chart: |

1. **Annual budgetary amounts with which the role is either directly or indirectly concerned:** None
2. **Structure Chart:** Reports to Chief Accountant
3. **Number of direct reports**: Potentially up to 2 and in the Chief Accountant’s absence, the entire team
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.

|  |
| --- |
| Key Accountabilities: |

|  |
| --- |
| **Generic Accountabilities** |
| 1. The post holder will be expected to manage others directly and matrix manage others across Finance to ensure the delivery of the Statement of Accounts 2. They would also work on a wide range of Project based financial issues and provide suggestions for the resolution. 3. The role requires a very high level of financial accountancy skills as they will need to have and develop specialist areas of knowledge. 4. The postholder will need to undertake other tasks as required. 5. To deputise managing the financial accounting area for the Accounts with limited supervision. 6. To oversee the financial control regime for the Council on behalf of the Chief Accountant 7. Direct the Senior Finance in ensuring the system hierarchies are not only up-to-date but support wider financial automation 8. To propose and deliver solutions with limited supervision for complex accounting problems. 9. Pro-Actively seek opportunities to improve the financial support provided to Council’s deliver efficiencies including through the implementation of system improvements and increased automation. 10. Any other duties reasonably requested by management. 11. Carry out all accountabilities in compliance with the Council’s Policies and Procedures |

|  |
| --- |
| Key Relationships (Internal and External): |

* Build and maintain effective relationships with senior officers across the organisation 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,

|  |
| --- |
| 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.

|  |
| --- |
| 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.

|  |
| --- |
| 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.

|  |
| --- |
| 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.

|  |
| --- |
| PERSON SPECIFICATION |

**Job Title: Deputy Chief Accountant**  **Grade: MM2**

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

|  |  |
| --- | --- |
| **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 2. A detailed understanding / experience of local government regulations and specialist knowledge of Accounts production and Group Accounting, ideally in a local government setting. 3. Comprehensive knowledge and understanding of local government finance, budgeting and accounting, and experience in providing high level advice, support and challenge on a variety of complex financial and service issues 4. Very high level of financial accounting knowledge 5. 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 6. Good 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. 7. Advanced IT skills, in particular Excel, PowerPoint and Word, including the ability to design, construct and interpret complex spreadsheets. Extensive experience of working with integrated financial systems in a large organisation 8. Experience of providing financial advice and support to senior officers, members and external stakeholders   **Desirable:**   1. Advanced modelling skills | **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 of large-scale capital projects | **A,T,I** |
| **Qualification(s)**  **1** A CCAB or CIMA accountancy qualification | **A,T,I** |