# PCCLogo-Landscape

# JOB

## OUTLINE Closing Date: Midnight, Sunday, 17th February 2019

|  |  |
| --- | --- |
| **Dept: Corporate Services** | **Section: Accountancy Services** |
| **Post No:** **COFI01005**  | **Designation:** **Principal Accountant (Projects)** | **Grade: 13 + Market Supplement****SCP 46 - 47** |
| **Purpose of Job:*** Responsible for providing financial advice and support to the City Treasurer (Section 151 officer), the Head of Accountancy Services (Deputy Section 151 officer), Senior Management and Budget Holders in the development and delivery of an effective, high quality finance service for the authority.
* Provide analysis and insight to support development projects across the Council.
* To demonstrate a professional and positive manner at all times and champion the success of the finance service and the wider authority.
 |
| **Main Duties/Responsibilities:*** Deputise for Head of Accountancy Services in his/her absence, as and when required.
* Directly responsible for the supervision and development of a small group of staff.
* Provide specialist financial advice and support and undertake financial evaluation of a wide range of projects across the Council to include project costing, financial appraisal of options, development of creative solutions, and sensitivity analysis in respect of both Capital & Revenue expenditure of the Council.
* Represent and advise (on an ad hoc basis) on working parties/or projects in

 respect of: service co-ordination, service development, legislative changes and new initiatives i.e. commercialisation agenda.* Build effective relationships with project managers and their teams.
* To act as the financial lead on both internal and external projects including the City Deal.
* Work with project officers from other disciplines to achieve a co-ordinated approach to project management.
* Advise Directorates/Services/Committees on Budget/Business Strategies/Initiatives.
* Advise and support to ensure Directorates accounts are closed down in accordance with the year-end timetable, accounting standards have been complied with and adequate supporting working papers are produced.
* To maintain and develop professional awareness on new legislation, statutory guidance and policy developments in Local Government in order to advise CMT and Members.
* Advise and support service managers to provide appropriate financial input in a timely manner to all plans, initiatives and projects.
* Advise and prepare the annual statement of accounts with full supporting notes & suitable for audit.
* To provide technical accountancy advice on all aspects of the authority’s activities, including providing financial implications for all Committee and Exec Member reports.
* Attending meetings on behalf and representing the Section 151 Officer (or Deputy) to Senior Management CMT/DMT and Members as required and to provide the relevant advice e.g. Strategy & Business planning.
* Attend Cabinet and Committees of the Council, where necessary, to provide financial advice etc.
* Other duties as allocated commensurate with post’s position in hierarchy of the

 Department.NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council’s equality standards. |
| In addition, other duties at the same level of responsibility may be allocated at any time  Date Produced: Oct 2018 |