

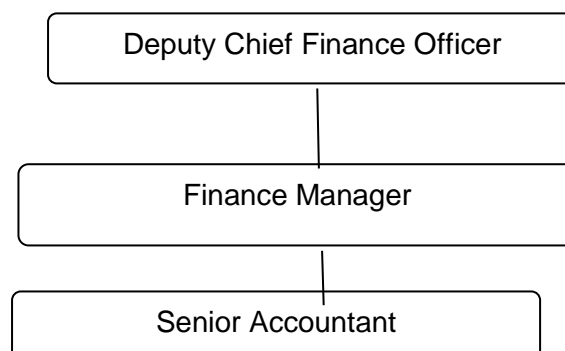
# ROCHDALE BOROUGH COUNCIL

## JOB DESCRIPTION

<b>SERVICE:</b>	Resources Directorate
<b>SECTION:</b>	Finance
<b>LOCATION:</b>	Number One Riverside, Rochdale
<b>JOB TITLE:</b>	Senior Accountant
<b>POST NUMBER:</b>	
<b>Grade:</b>	9
<b>Accountable to:</b>	Finance Manager
<b>Accountable for:</b>	All line managed staff allocated to the postholder.
<b>Hours of Duty:</b>	37 hours per week in accordance with the Service's Work Life Balance scheme
<b>Any Special Conditions of Service:</b>	<p>This post is subject to political restriction in accordance with the provisions of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990, once the level of remuneration has reached SCP 44 within the grading range.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>A casual car user allowance is payable. Possibility of evening and weekend working.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

**Organisational Chart:** (Management structure)



## **Purpose and Objectives of the Job**

To lead on ensuring compliance with statutory and business critical financial rules and regulations within areas of technical financial expertise and responsibility,

To take responsibility for the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions, including Budget Setting, Budget Monitoring, Closure of Accounts and input into key Service and Council wide developments.

To support effective, informed decision making within the Council through scrutiny/review of financial information and provision of support to Services around this issue.

To manage and develop resources including financial and staffing necessary to deliver the Council and Service objectives, policies and procedures.

To develop and lead in enabling staff within Finance Services and other Services of the Council to fulfil their financial responsibilities through training, support and advice.

To actively contribute to the development of Finance Services to ensure Value for Money in all that we do.

To act as ambassador for the Council and Service at all times and develop and maintain effective and professional relationships within the service and with other services/partners to raise the profile of Finance Services.

To develop and coordinate administration and control arrangements to ensure the Council's Financial Management Systems are effective and robust.

## **Control of Resources**

### **Personnel**

To be responsible for leading, managing and motivating of self and of staff within the structure of Finance Services for whom the postholder has responsibility, both as individuals and as members of the service, using coaching as an enabler to development.

### **Financial**

To manage the financial resources delegated to the postholder by the Finance Manager in accordance with the financial regulations of the Council.

### **Equipment and Materials**

To be responsible for the management, effective use and security of financial systems relevant to the post including software and ICT equipment.

To be responsible for the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the postholder and any staff under their control.

### **Data and Information Security**

Responsible for management and security of data for areas of responsibility

## **Health/Safety/Welfare**

Responsible for adherence to the Health and Safety Act and implementation of the Council's Health and Safety Policy.

Responsible for the welfare of self and others.

## **Equality and Diversity**

To work in accordance with the Council's Policy relating to the promotion of equality and diversity.

To be responsible for conducting Equality Impact Assessments for the area of responsibility.

### **Training and Development**

The postholder will be responsible for assisting in the identification and undertaking of the training and development requirements for self, team in accordance with the Council's Employee Development Scheme.

The postholder will be responsible for the development and delivery of training and development to a range of audiences including non-specialists, elected members and senior managers.

### **Relationships (Internal and External)**

#### **Internal**

- Senior management and staff within the Service.
- Senior management and staff of other Services.
- Senior management and staff within schools.
- Elected Members.
- Internal Audit and Risk Mgt

#### **External**

- Senior management and staff of other Authorities.
- Central Government departments, financial institutions and funding bodies.
- External Audit, external advisors, partner organisations, charities, voluntary organisations, businesses, members of the public and trade unions.
- Other key stakeholders.

### **Responsibilities:**

The postholder must:

- (i) Support the Service Director with S151 responsibilities with the implementation of the requirements of such responsibilities.
- (ii) Manage, support and develop the staff resources delegated to the postholder in accordance with the Council's policies and procedures.
- (iii) Perform his / her duties in accordance with Rochdale MBC's Policies including the Equality and Diversity Policy.
- (iv) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (v) Maintain up to date knowledge of technical standards and principles appropriate to the post.
- (vi) Maintain up to date knowledge of Council policies and procedures.
- (vii) Act as ambassador for the Council and Service at all times

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

### **Strategic**

1. To assist the Finance Manager to ensure delivery of an efficient and effective Finance Service.
2. To contribute to the preparation of annual team service plan and have responsibility for the delivery of the agreed plans relating to the postholder's areas of responsibility.
3. To lead from a finance perspective on the delivery of specific service and/or corporate initiatives, developments and projects as required commensurate with the grade of the post.

### **Management and customer relations**

1. To be responsible for the day-to-day management of staff in the team, including communication, motivation, effective team working, performance management, employee development and training, recruitment and induction. Coaching techniques to be deployed as appropriate.
2. To identify and manage risk relating to the postholder's responsibilities and to utilise a risk based approach in relation to the tasks of the team.
3. Develop and sustain effective and appropriate relationships to facilitate staff and client satisfaction and achieve the objectives of Finance Services.
4. To take responsibility for cross service areas which support the effective management of the Service as a whole.

### **Technical**

1. To provide specialist and technical advice on financial and associated regulatory matters to Services and Partnerships adopting a risk based approach
2. To ensure that financial procedure rules and regulations are current and relevant for all the postholder's areas of responsibility.
3. To identify and interpret new legislation, changes to professional codes of practice and systems changes and assess and report on the implications for the Council in relation to postholder's areas of responsibility.
4. To produce and maintain financial strategies appropriate to the postholder's area of responsibility
5. To plan, direct, control and monitor activities carried out by the team and staff to meet the plan and deliver a high quality, efficient and effective service including management of risk.
6. To develop and maintain management guidance and develop and deliver training appropriate to the needs of stakeholders to support them and enable them to meet their financial responsibilities.

7. To support effective, informed decision making within the Council through scrutiny/review of financial information and provision of support to Services around this issue to develop options to clients on complex financial issues within the Council's Corporate Financial Framework
8. To provide a financial input to the Council's strategic initiatives over the long term, leading from a finance perspective, providing solutions to highly complex problems relating to their areas of responsibility and encompassing cross service areas of work which support the effective management of the Council as a whole.
9. To be responsible for the delivery of the following Council processes in accordance with strict statutory deadlines and to provide appropriate advice and guidance to a wide range of audiences which relate to:-
  - a. The long term financial planning and budgeting arrangements for the Council
  - b. Preparation of/ consultation on revenue and capital budgets
  - c. Revenue and Capital budget monitoring and reporting
  - d. Completion and submission of corporate financial and statistical returns, grant claims etc
  - e. Preparation and completion of the annual statement of accounts,
  - f. Co-ordination of financial information for inclusion in the production of corporate documents, strategies, policies and reports
  - g. The projection of future requirements and resources in relation to capital and revenue
10. To attend meetings with key stakeholders appropriate to postholder's areas of responsibility, which may include Budget Managers, Senior Management, Elected Members, Head teachers, Governors, Trade Unions and the public to provide in writing and orally, a wide range of complex, and at times contentious, financial information tailored to the audience's needs.
11. To be responsible for input into the development, management, maintenance and security of financial and operational systems appropriate to the postholders area of responsibility.
12. To lead and/or service Forums/Boards and Governance Groups relevant to the postholder's area of responsibility as required.
13. To provide information to the External Auditor and other Financial and Regulatory institutions on the integrity of the Council's financial systems including budgetary arrangements, grant claims and annual statement of accounts in accordance with tight deadlines relevant to the postholder's area of responsibility.
14. To be responsible for the development, administration and provision of security arrangements in relation to the Council's Financial Management System, including the provision of training, procedural guidance and reports, as necessary.
15. Deputise for the Finance Manager as appropriate.
16. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Deputy Chief Finance Officer (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

### **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Service Director \_\_\_\_\_ Date \_\_\_\_\_

Job Description reviewed by: Sam Smith

Date: November 2021

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Resources Directorate</b>	<b>Post:</b>	<b>Senior Accountant</b>
<b>Section :</b>	<b>Finance Support Services/Corporate Finance Services</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>9</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 Willing and able to attend evening and weekend meetings as required.	<b>E</b>	<b>AF</b>
2 Willing to fully embrace agile working appropriate to the post and to embrace and act in accordance with Council Policies and Regulations.	<b>E</b>	<b>AF/I</b>
<b>(b) Qualification and Experience</b>		
3 Full CIPFA qualification or equivalent qualification recognised by CCAB and commitment to continued professional and personal development or extensive experience.	<b>E</b>	<b>AF</b>
4 Experience of financial management experience within a large complex organisation	<b>E</b>	<b>AF/I</b>
5 Experience of providing services to a wide range of audiences which are driven by quality and are responsive to customer / stakeholders needs and expectations.	<b>E</b>	<b>I/A</b>
6 Experience of your ability to drive forward service improvement and the ability to embed a strong performance culture within a financial environment.	<b>E</b>	<b>I/A</b>
7 Experience in interpreting complex information and providing training support and guidance around such issues.	<b>E</b>	<b>I/A</b>
8 Evidence of working in a financial and accounting environment at a senior level and taking a lead role in project related work	<b>E</b>	<b>AF/I/A</b>
9 Evidence of successful financial management, including preparation of budgets, budget monitoring and closure of accounts	<b>E</b>	<b>AF/I/A</b>
10 Evidence of your experience in developing new and improved systems and how this contributed to an improvement in service delivery.	<b>E</b>	<b>I</b>
<b>(c) Skills and Knowledge</b>		
11 Extensive and up to date knowledge of the legislative and regulatory frameworks relevant to the post	<b>E</b>	<b>I/A</b>
12 Evidence of your management skills, including staff management, performance management , change management and risk management	<b>E</b>	<b>AF/I/A</b>
13 Evidence of skills which you have used to initiate service improvement , taking account stakeholder's needs	<b>E</b>	<b>I/A</b>

14	High ethical standards, which you act with integrity, are reliable and trustworthy and lead by example	<b>E</b>	<b>AF/I</b>
15	Ability to think strategically and contribute to team plans which support a service objectives and priorities	<b>E</b>	<b>I/A</b>
16	Ability to engage with stakeholders to build productive working relationships, demonstrating the ability to use persuasive and negotiating skills.	<b>E</b>	<b>I/A</b>
17	Ability to work in a pressurised environment, delivering priority work with accuracy and within timescales.	<b>E</b>	<b>I/A</b>
<b>(d) Behaviours and Values</b>			
18	Approach the job at all times using the values set out below: <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul>	<b>E</b>	<b>I</b>