

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Group Accountant – Technical and Capital	<b>JE NUMBER:</b> tbc
<b>DIRECTORATE:</b>	Finance	<b>BAND: 12</b>
<b>RESPONSIBLE TO:</b>	Head of Finance and Accountancy	
<b>RESPONSIBLE FOR:</b>	The role will involve managing a team of up to 4 Finance team members.	
<b>MAIN PURPOSE OF POST:</b>	<p>Responsible for the provision of high-level technical accounting support, ensuring compliance with local government accounting regulations, and offering strategic financial advice.</p> <p>To provide high-quality financial information, including statutory financial reporting, accounting and management of capital programme and financing, Taxation, Insurance, Banking and Cash management, Treasury Management activities, and Asset Management.</p> <p>To ensure that all financial information and processes are compliant with the relevant legislation and accounting standards.</p>	

### DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	<p>Financial Control and compliance</p> <ul style="list-style-type: none"> <li>• Ensure that all financial activities comply with statutory requirements, accounting standards and local government finance regulations.</li> <li>• Lead on the interpretation and implementation of changes to changes in legislation and regulations, providing expert advice on the financial implications</li> <li>• Assisting with the delivery of the Section 151 Officer's statutory responsibilities in support of the Council's operating model. Ensuring that internal controls are established and working to meet S151 responsibilities.</li> </ul>
2.	<p>Financial Reporting and Decision Making</p> <ul style="list-style-type: none"> <li>• Support the management and coordination of the final accounts process and the production of the primary statement for the statutory accounts in accordance with the statutory timetable and relevant codes of practice</li> <li>• Produce clear and concise financial reports for service managers, senior management, and committees, presenting financial information in a way that supports decision-making.</li> <li>• Provide expert advice and support on technical accounting matters, ensuring that the policies and processes are compliant with financial regulations, accounting standards and other relevant legislation</li> <li>• To ensure that control and suspense accounts are monitored and reconciled on a regular basis</li> <li>• Timely completion of government and other returns and grant claims</li> </ul>

3.	<p>Capital Programme and Asset Management</p> <ul style="list-style-type: none"> <li>• Lead on the preparation and management of Councils capital accounting including the accurate recording of all capital transactions</li> <li>• To forecast, monitor and account for the capital financing resources including capital receipts, grants and contributions</li> <li>• To lead on the production, monitoring and reporting of the General Fund capital programme</li> <li>• To provide support in the development, monitoring and reporting of the housing capital programme</li> <li>• Provide support to determining the affordability of the capital programme in terms of available capital resources and the revenue budget consequences.</li> <li>• To maintain and develop the fixed asset register in accordance with the relevant code of practice Financial decision-making support to strong financial performance.</li> <li>• Use analysis and insight to support business and investment activities and option appraisals and support the development of financial modelling and business case development.</li> </ul>
4.	To oversee and manage the Councils Treasury Management Activities, ensuring these are carried out in accordance with the Authority Treasury Management Policy and Practices and in accordance with the relevant legislations and regulations
5.	Manage the Authority's insurance activities and ensure that appropriate policies are in place to manage and monitor risk. To manage and settle claims to ensure our provisions are appropriate
6.	Provide technical expertise on VAT and other taxation issues affecting local government. Ensure that all tax returns and statutory obligations are met
7.	<p>Engagement</p> <ul style="list-style-type: none"> <li>• Work closely with Services, providing financial advice to support decision making.</li> <li>• Proactively liaise with senior officers, elected members, and external partners to ensure accurate financial reporting and robust financial governance.</li> <li>• To represent the S151 Officer on internal boards and working groups</li> <li>• Work closely with auditors during the annual audit process to ensure accurate and timely financial statements.</li> </ul>
8.	Work with service managers to identify financial risks and develop mitigation strategies, ensuring that financial risks are effectively managed and reported.
9.	Support the delivery of financial training and advice to non-financial staff.
10.	Identify and implement improvements in financial processes, systems, and reporting to enhance the quality and efficiency of financial support provided to service areas.
11.	To lead, plan and manage the work of the direct reports and to develop staff in line with career and qualification requirements

12.	Any other duties deemed necessary applicable to the grade and responsibility level of the role.
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**GENERAL – To be aware of and implement the following:**

**Equalities** – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

**Code of Conduct** – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

**Health & safety** – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

**Staff Development** - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

**Data Protection** – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

**Safeguarding Children and Vulnerable Adults** - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

<b>SPECIAL FEATURES OF POST:</b>				
Political Restriction	YES	X	NO	
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES	X	NO	
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	X
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.



## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Group Accountant – Technical and Capital	<b>JE NUMBER:</b>	tbc
<b>DIRECTORATE:</b>	Finance	<b>DATE:</b>	November 2024

<b>KNOWLEDGE / SKILLS / ABILITIES</b>		<b>Assessment Method</b> Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
<b>Essential</b>		
•	Extensive knowledge of local government finance and associated legislation, accounting standards and codes of practice, including capital accounting, treasury management and the prudential code	Application Form/Interview
•	Clear understanding of financial controls, financial and management accounting procedures and accounting protocols and practices	Interview
•	Knowledge of taxation and insurance processes	Application Form/Interview
•	Strong analytical and problem-solving skills with the ability to develop innovative financial solutions	Interview
•	Ability to communicate complex financial information to non-financial stakeholders including report written and oral communications, presentation skills and report writing	Interview
•	Able to work effectively in a political environment and ability to relate to elected members across a wide political spectrum	Interview
•	Detailed use of and understanding of financial management systems and the use of financial reporting tools to produce high quality financial reports and information	Application Form/Interview
•	Ability to lead, motivate and empower other to high performance and foster a positive working environment.	Application Form/Interview
<b>EXPERIENCE</b>		
<b>Essential</b>		
•	At least 5 years' leadership experience of working in a finance department, preferably within a public sector environment	Application Form/Interview
•	Experience in the management and preparation of year end processes and the production of the financial statements	Application form / Interview
•	Proven experience of developing and maintaining financial models and business cases	Interview

•	Proven experience of undertaking financial analysis and providing/ presenting financial advice to financial and non-financial audience	Application form / Interview
•	Experience of financial reporting, performing reconciliations and producing high quality working papers	Application Form/Interview
•	Experience of working with Financial Management Systems and associated reporting tools, preferably with a public sector environment	Application Form/Interview
•	Effective staff management experience working to tight timescales whilst delivering customer services with accuracy, clarity, and effective presentation	Application form / Interview
<b>QUALIFICATIONS</b>		
<b>Essential</b>		
•	A CCAB qualified accountant with at least 3 years at a senior level.	Application Form/Interview
•	Evidence of continuous professional development by relevant professional, or management training and experience	Application Form/Interview
<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		
•	To display the council's values and behaviours when carrying out the job role	Application Form
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form
<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
<b>Level: 2</b>		

<b>Changing and improving</b>	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
<b>Level: 2</b>		
<b>Making Effective Decisions</b>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
<b>Level: 2</b>		
<b>Leading &amp; communicating</b>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
<b>Level: 2</b>		
<b>Collaborating and partnering</b>	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
<b>Level: 2</b>		

<b>Developing self and others</b>	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	Interview
<b>Level: 2</b>		
<b>Delivering Value for Money</b>	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and</p> <p>implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	Interview
<b>Level: 2</b>		
<b>Managing a Quality Service</b>	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs</p> <p>and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services</p>	Interview
<b>Level: 2</b>		
<b>Delivering at Pace</b>	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p>	Interview



**Level: 2**

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly