

## **JOB DESCRIPTION**

<b>Directorate:</b>	DCEX – Deputy Chief Executives
<b>Division:</b>	Finance Services
<b>Post No &amp; Job Title:</b>	F42 & F34 – Principal Accountant
<b>Grade:</b>	Grade 10
<b>Responsible to:</b>	F35 – Chief Accountant
<b>Responsible for:</b>	Accountant, Accountancy Assistant and Finance Assistants within the section as and when required.
<b>Main purpose of the job:</b>	To lead a team maintaining financial systems and providing budgetary and other specialist financial advice to a variety of service areas within the Council's overall financial policies and procedures.

### **Main Duties and Responsibilities:**

#### **Core duties:**

1. Lead a team undertaking a full range of financial activities to several departments and service areas including the preparation of annual revenue and capital budgets; the provision of financial monitoring and accompanying specialist advice; and the completion of the annual final accounts in accordance with statutory and organisational deadlines.
2. Provide a finance business partnering role to departments and service areas to support the Council's financial management and commercialisation priorities.
3. Plan the work of the team and allocate tasks to team officers whilst providing appropriate supervision and guidance where necessary.
4. Monitor the performance of the team and take any corrective action required to ensure that the relevant standards are met.
5. Undertake regular Performance Appraisals and other staff management responsibilities in accordance with the relevant Council policies and procedures.
6. Promote a culture of continuous improvement by proactively identifying and implementing improved ways of working, within the responsibilities of the post and across the finance team, with a focus on the challenges of faster closedown.
7. Collate financial and other supporting information to be reported to Senior Management and/or elected Members.

8. Supervise the completion and submission of government grant claims and other returns in accordance with the prescribed deadlines.
9. Manage the provision of financial information to other stakeholders as required.
10. Ensure the effective operation of the Council's financial management system, including reviewing the performance of the system and implementing upgrades and other system changes.
11. Maintain a current working knowledge of financial systems and interfaces to contribute to system improvements and analysis of system failures.
12. Interpret government legislation and other regulatory directives relating to finance matters and ensure that any necessary measures required to comply with these are implemented.
13. Provide guidance and training to departments and service areas as required regarding accounting practice and the proper use of financial systems.
14. Undertake any other relevant duties as may be required by the Chief Accountant.

#### **Additional duties**

(Allocated between the two posts by the Chief Accountant in consultation with the employees):

15. Provide information as to the Value Added Tax (VAT) position of the Council, including the interpretation and implementation of changes arising from legislation, calculation of the partial exemption position, advising officers about the VAT implications of any new taxable supplies, liaising with HMRC Inspectors as required, identifying opportunities for savings from VAT planning and supervising the submission of monthly returns.
16. Supervise and assist with the treasury management and bank reconciliation functions as required.
17. Prepare the Council's Collection Fund accounts, estimated year-end balance to assist with Council Tax setting and act as the accounting lead in preparing of Business Rates (NNDR) returns, maintain current working knowledge of all aspects of accounting for locally retained business rates.
18. Act as the corporate lead on the general ledger and creditors modules of the Council's financial management system (Civica Financials) including system administration and development, user training and system testing.
19. Act as the corporate lead on the cash receiving and distribution system (Civica Pay / ICON) including system administration and development, user training and system testing.
20. Assist in the preparation of the Council's capital programme and its ongoing monitoring on a regular basis including the preparation of reports for General Management Team and/or Members as required.

21. Co-ordinate work on salaries monitoring including the preparation of regular reports for General Management Team.
22. Act as the corporate lead on accounting issues affecting the Council's subsidiary companies.
23. Carry out any other duties that are within the scope and grading of the post which could also be requested by the Chief Accountant and/or the Head of Finance Services.

**DESIGNATED CAR USER**

A designated car user status has been attached to this post.

**SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

**RESTRICTIONS**

This is not a politically restricted post. This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

**NOTE**

The above job description sets out the main responsibilities of Principal Accountant but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.