

JOB DESCRIPTION

Directorate:	DCEX - Deputy Chief Executive
Division:	Finance Services
Post No. & Job Title:	F35 – Chief Accountant
Grade:	Grade 14
Responsible to:	Head of Finance Services, F34
Responsible for:	3 Senior Accountants 1 Accountant 3 Finance Assistants 2 Accountancy Assistants
Main purpose of the job:	Lead a team providing budgetary and accountancy support to all Directorates and ensure the effective operation of a number of corporate systems and activities.

Main Duties and Responsibilities:

1. Supervise and allocate the work of the Accountancy Section to ensure that all tasks are completed within prescribed timescales.
2. Contribute to the preparation of the annual revenue and capital budgets, monitoring of financial performance and completion of the annual accounts.
3. Provide support on accounting matters relating to the Housing Revenue Account including budget preparation, monitoring, production of final accounts and financial advice.
4. Provide support on accounting matters relating to the Bramcote Crematorium Joint Committee including budget preparation, monitoring, production of final accounts and financial advice.
5. Assist with the planning, testing, training, implementation and review of all aspects of computerised financial systems.
6. Ensure the effective operation of the Creditor Payments functions.
7. Ensure the Treasury Management and Banking functions operate in accordance with legislative, regulatory and organisational requirements.
8. Complete grant claims and other returns in line with agreed timescales.
9. Provide financial input into reports to Committees and other working groups as required.
10. Provide financial information for managers and other staff as required.

11. Identify any training and development requirements within the Accountancy Section and ensure that these are met.
12. Arrange and conduct training on accountancy or financial systems issues as required.
13. Interpret legislative and regulatory requirements where necessary and ensure any resulting amendments to processes or procedures are implemented.
14. Represent the Deputy Chief Executive at Committee meetings as required.
15. Deputise for the Head of Finance Services as required.
16. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

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 F35 - Chief 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.