



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Lead Accountant

Job Number: S8155S

Service: Financial Management

Grade: 9

Location:

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To provide support to the Finance Manager or Financial Systems Manager in ensuring effective financial planning, advice and management. This will cover either an area of a Directorate's operations (normally a Division), or a specific thematic area e.g. budgetary control, capital programme.

Main Duties and Responsibilities:

1. Management of a Team including the motivation and development of staff, performance appraisals, personal development reviews and the identification and delivery of training needs to ensure service objectives are met.
2. To ensure that the priorities of the Director of Finance and ICT and Service Directors are being supported through the deployment of staff on the Finance Team.
3. Financial Planning

To have an input to financial planning at a Divisional level and/or into specific financial issues or themes. e.g. capital programme, budgetary control. This will include inputting as appropriate into the annual budget setting cycle, and ensuring that planned savings are delivered across the relevant Directorate.

4. Financial Management and Budgetary Control

To ensure that Divisional/theme area arrangements for financial management and budgetary control are effective and are co-ordinated both within the Division/theme area and between the Division/theme area the overall Corporate arrangements.

5. To input into Directorate and Divisional financial management.

6. To ensure that financial management and budgetary control processes meet with appropriate professional standards.

7. Financial Accounting

Responsibility for the production of financial accounts for divisions or for specific thematic areas to appropriate professional standards, and for inputting into the overall Corporate processes to produce good quality financial statements. This requirement covers both capital and revenue.

8. To ensure that division or area meets requirements to complete Government, statistical and other financial returns within the overall agreed Corporate processes to appropriate professional standards.

9. Financial Advice

To provide financial advice to Divisional management teams, the relevant Service Director and Elected Members as appropriate.

10. Financial Administration and Audit

To ensure that arrangements across the appropriate Directorate meet appropriate professional standards and Corporate requirements in relation to financial administration and audit requirements.

11. Support for the Director of Finance and ICT and head of Financial Management

At a Directorate and divisional level, to provide support to the Director of Finance and ICT and Head of Financial Management to deliver their overall responsibility for sound financial management in the City Council to appropriate professional standards.

12. Performance Management

To contribute to the implementation and development of the relevant Cabinet Member and Corporate Plan. To contribute to the implementation and development of relevant areas of the Directorates' Operational Plans and the Operational Plan for the Financial Management Division. To ensure that there is a clear financial input to the monitoring and review of these plans through the City Council's agreed performance management processes.

13. Value for Money and Efficiency

To promote value for money and efficiency throughout all areas of the Council's operation and to look for opportunities for innovation both in the operation of the finance function and in the activities of the host Directorate.

14. Training

To ensure that within the team there are appropriate arrangements to identify training needs and implement programmes for staff.

15. To provide formal and informal support to professional trainees in the capacity of line manager, office tutor or general mentor.

16. To contribute to the training strategy of the Finance and ICT Directorate.
 17. To provide training to staff in the team and in the Directorate (e.g. budget holders) on an ad hoc basis.
 18. To take part in and contribute to continuing professional development for finance function staff throughout the Council.
 19. Deputising
To deputise as appropriate for the Finance Manager or Financial Systems Manager at managerial, Corporate, political and other meetings.
 20. Representation
To represent the Director of Finance and ICT and Head of Financial Management on the Divisional Management Team.
 21. To represent Finance and ICT at ad hoc working groups, project teams, Cabinet Member meetings, Scrutiny meetings and other fora as appropriate.
 22. Report Clearance
To take responsibility for ensuring that there are adequate arrangements in place to clear all reports produced in relation to the specific areas of responsibility of the post on behalf of the Director of Finance and ICT, liaising with the Finance Manager or finance Systems Manager as necessary.

Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Team of staff including Senior Accountants, Senior Accounting Technicians, Accounting Technicians, Accountancy/Finance Assts, Admin and Clerical staff as allocated.

Responsible to: Finance Manager

Date Reviewed:

Updated:



Coventry City Council

Person Specification

Job Title:	Lead Accountant	Job Number:	S8155S
Service:	Financial Management	Grade:	Grade 9
Location:			

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Awareness of public finance and policy developments affecting local government.
	<ul style="list-style-type: none">• Detailed and thorough knowledge of finance, accounting, financial systems and best practice
	<ul style="list-style-type: none">• Understanding and commitment to equal opportunities and how this is applied to financial strategies and policies.
	<ul style="list-style-type: none">• Knowledge of methods for evaluating and improving the quality of service to customers.

Skills and Abilities:	<ul style="list-style-type: none">• Very high level of numerical and analytical skills.
	<ul style="list-style-type: none">• Excellent written and oral communication skills to include writing and presenting complex financial reports for technical and non-technical audiences.
	<ul style="list-style-type: none">• Strong management and organisational skills to plan and prioritise work of the team, develop and motivate staff.
	<ul style="list-style-type: none">• Ability to understand and apply Government and Council rules and regulations, ensuring proper practices are followed.
	<ul style="list-style-type: none">• Excellent problem solving and creative thinking skills but able to take account of policy implications
	<ul style="list-style-type: none">• Able to deal with conflicting priorities and work to policy and operational objectives and timescales.
	<ul style="list-style-type: none">• Able to switch from broad strategic thinking to attention to detail.
	<ul style="list-style-type: none">• Ability to contribute to Finance policy, strategy and organisational developments.

Experience:	<ul style="list-style-type: none">• Of work in a challenging financial environment where policy considerations are important.
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	• Application of accounting principles and effective financial management to the achievement of objectives.
	• Involvement in multi-disciplinary working groups.
	• Management of staff.

Educational:	• A CCAB qualification
	• Evidence of continuing professional development

Special Requirements:	

Date Reviewed:

Updated: