



## Job Description and Person Specification

### Lead Accountant

Job Details	
Grade	GRD9
Service	Financial Management
Location	City Wide
Job Evaluation Code	A6039

#### About Coventry City Council

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:

**Open and fair:** We are open, fair and transparent.

**Nurture and develop:** We encourage a culture where everyone is supported to do and be the best they can be.

**Engage and empower:** We engage with our residents and empower our employees to enable them to do the right thing.

**Create and innovate:** We embrace new ways of working to continuously improve the services we offer.

**Own and be accountable:** We work together to make the right decisions and deliver the best services for our residents.

**Value and respect:** We put diversity and inclusion at the heart of all we do.

#### Job Purpose

As Lead Accountant, you will spearhead the provision of strategic financial support and advice, ensuring robust financial planning and management within the Council. Your role is pivotal in guiding service leads through the complexities of public finance, fostering a culture of efficiency and value for money. You will lead a team, drive the delivery of professional standard financial services, and make key financial decisions projects and commercial ventures. Your expertise will underpin the Council's commitment to fiscal responsibility and sustainable growth.

#### Main Duties & Key Accountabilities

Leading a team to ensure motivation, development, and performance management, including identifying and delivering training needs within finance and across the organisation

Representing Financial Management in various forums, including directorate teams, political meetings, and negotiations with third parties. Deputise for Finance Manager as required.
Developing and presenting complex financial information / models to senior managers to facilitate decision-making and effective resolution of financial issues
Providing support across the Annual Financial Cycle, including budget monitoring, treasury management, and final accounts
Ensuring business developments comply with legislation, produce financial accounts to professional standards and contribute to corporate financial statements
Supporting the compilation of financial reports, government returns, and grant applications to secure funding
Ensuring financial information is accurate, robust and transparent for decision-making at both political and managerial levels
Understanding organisational and service area objectives to provide effective financial support by developing financial planning solutions and prioritising areas of financial risk
Leading financial planning and review across projects to ensure alignment with budget processes
Promoting value for money and efficiency, seeking commercial opportunities and innovation in finance operations
Working strategically with stakeholders to build and maintain effective working relationships
Undertaking specialist work within Financial Management with appropriate training and support provided

Key Relationships	
External:	Role will involve working with external provider organisations, national, regional, and local government bodies, external advisers, and partner organisations both in and out of the city
Internal:	Director of Finance, Heads of Finance, Finance Managers, Directors, Senior Managers, Management Teams and Project Teams.

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>Carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding,</li> </ul>

Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

- Attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- Any other duties and responsibilities within the range of the salary grade.

### Responsible for

Accountants, NGDP / Trainee Accountants  
School Finance  
Officers  
Accounting Technicians (inc. Apprentices)  
Finance Assistants  
Clerical Assistant (Post Dependent)

## Person Specification

### Requirements

#### Knowledge

Have a comprehensive understanding of public finance and policy developments relevant to local government

Possess in-depth knowledge of professional accounting principles and practices

Be familiar with project management techniques and appreciate their relevance to financial operations

#### Skills And Ability

Be able to demonstrate a very high level of numerical, analytical, and creative thinking skills

Possess excellent communication skills, both written and oral, for creating and presenting complex financial information

Have excellent management and organisational skills to effectively lead teams and develop staff

Be able to interpret and apply financial procedure rules and legislation to ensure compliance

Think strategically and be able to analyse complex financial data and provide sound financial management advice

	Manage conflicting priorities and adhere to policy and operational objectives within set timescales
	Contribute to the development of Finance policy, strategy, and organisational improvements; applying a commercial approach to enhance cost-effectiveness.
Experience	Be experienced in using advanced spreadsheet and financial system interrogation techniques
	Have experience working in a demanding financial environment and supporting senior managers with their financial responsibilities and decision-making
	Be involved in multi-disciplinary working groups and have experience managing or supervising staff
Qualification	Possess a CCAB or CIMA qualification and evidence of ongoing professional development