



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Accountant

Job Number:

Directorate: Place

Post Number:

Service: Financial Management

Grade: 7

Job Purpose:

To provide financial support, advice and to develop financial information to enable effective financial planning and management within services as well as supporting the delivery of the annual financial cycle to professional standards.

Main Duties and Responsibilities:**Budget management**

Preparation, interpretation and presentation of financial information to managers, management teams.

Challenge and support managers to facilitate solutions to financial issues.

Provide support in the delivery of annual financial accounting processes including budget monitoring & management, final accounts, budget estimates and financial control ensuring that these meet professional standards

Financial Accounting

To produce financial accounts to appropriate professional standards and input into the overall corporate processes to produce good quality financial statements.

Complete Government, statistical and other financial returns within the overall agreed corporate processes to appropriate professional standards.

Financial Planning and Control

Support the development of robust and transparent financial information for decision making including the provision of timely financial management information for managers, politicians and external stakeholders.

Understanding the service objectives of a range of service areas, in order to provide effective financial support and planning.

Ensure the financial implications of business developments comply with relevant legislation, accounting regulations and local and national policy

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 relevant service areas.

Business Information

Responding to ad-hoc requests for financial management information.

Development and interpretation of financial models to inform financial analysis.

Team Management

Management of a team including the motivation and development of staff, performance appraisals and the identification and delivery of training needs to ensure service objectives are met.

General

To represent Financial Management on ad-hoc working groups, project teams, and other forums as appropriate.

Provide professional finance support as required to senior officers

To act in a support capacity and deputise for the Lead Accountant

To participate in, and lead on, financial management training and development activities.

To undertake all duties and responsibilities in accordance with Professional Accounting Standards

Any other duties and responsibilities within the range of the salary grade.

The postholder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

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 inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or

neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty

- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

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

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

Responsible for:

Responsible to: Lead Accountant, Finance Manager

Date Reviewed: August 2020

Updated: August 2020



Coventry City Council

Person Specification

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| Job Title: | Accountant | Job Number: | |
| Directorate: | Place | Post Number: | |
| Service: | Financial Management | Grade: | Grade 7 |
| Location: | | | |

| Area | Description |
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| Knowledge: | • Public finance and policy developments affecting local government. |
| | • Accounting principles and practice to a Professional Standard |
| | • Knowledge of financial systems and accounting, |
| | • Understanding and commitment to equal opportunities and how this is applied to financial strategies and policies. |

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| Skills and Abilities: | • High level of numerical, analytical and problem solving skills. |
| | • Good written and oral communication skills to include production and presentation of complex financial models and reports for technical and non-technical audiences. |
| | • Effective management skills including motivation, delegation, work planning, and supervision |
| | • Ability to understand, interpret and apply relevant financial procedure rules and legislation, ensuring proper practices are followed. |
| | • Able to analyse and use complex financial data and provide sound financial management advice. |
| | • Advanced spreadsheet and interrogation of financial system skills |
| | • Able to deal with conflicting priorities and work to policy and operational objectives and timescales. |
| | • Ability to contribute to Finance policy and organisational developments. |

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| Experience: | • Of work in a challenging financial environment |
| | • Support to non-financial managers in discharging their financial responsibilities. |
| | • Effectively prioritising and planning workloads |
| | • Application of accounting principles and effective financial management to the achievement of objectives. |
| | • Involvement in multi-disciplinary working groups. |

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| Educational: | A CCAB qualification or actively studying for CCAB qualification and demonstration of how training has been updated over time. |
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| Special Requirements: | For posts subject to Protection of Children Regulations, the following statement must be annotated - Delete As Appropriate |
| | <ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. |
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Date Reviewed: August 2020

Updated: August 2020