



Coventry City Council

Job Description

Job Title:	Lead Accountant Business Partnering	Job Number:	COV000008069
Service:	Financial Management	Post Number:	
Location:	One Friargate	Grade:	9

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 act as the primary financial business link with service leads and provide strategic financial support and advice to enable effective financial planning and management, through pro-active partnering arrangements and the development of effective financial information.

Main Duties and Responsibilities:

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.

Budget management

Preparation and Interpretation of complex financial information and presentation of this to senior managers, management teams and elected members.

Challenge and support senior managers to facilitate solutions to financial issues.

Provide flexible support to the operational team in the delivery of annual financial accounting processes

Financial Planning and Control

Provision and analysis of financial management information.

Develop medium to long term financial planning solutions based on an understanding of service and policy issues and developments

Ensuring robustness and transparency of financial information for decision making including political and managerial reporting arrangements

Understanding the service objectives of a broad range of service areas, in order to provide effective financial support and planning; proactively recognising and prioritising areas of financial risk.

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 complex financial models to inform financial analysis.

General

To represent the Resources Directorate on ad-hoc working groups, project teams, and other forums as appropriate, sometimes in a lead capacity

To act in a support capacity for and as the key link to the finance manager

Provide professional finance support as required to senior officers, members and other stakeholders

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

To deputise as appropriate for the Finance Manager.

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 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: Accountants, Accounting Technicians

Responsible to: Finance Manager

Date Reviewed: October 2013

Updated: September 2022



Coventry City Council

Person Specification

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Service:	Financial Management	Post Number:	
Location:	One Friargate	Grade:	9

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

Skills and Abilities:	• Very high level of numerical, and analytical skills
	• Problem Solving and creative thinking skills
	• Excellent written and oral communication skills to include production and presentation of complex financial models and reports for technical and non-technical audiences.
	• Strong management and organisational skills to inform planning and prioritisation of the work of teams, develop and motivate staff.
	• Ability to understand, interpret and apply relevant financial procedure rules and legislation, ensuring proper practices are followed.
	• Ability to apply a commercial approach to maximise cost effectiveness of service delivery
	• 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 think strategically whilst maintaining attention to detail as necessary.
	• Ability to contribute to Finance policy, strategy and organisational developments.

Experience:	• Of work in a challenging financial environment where policy considerations are important.
	• Support to senior managers in discharging their financial responsibilities.



Coventry City Council

..... Directorate
Human Resources

	• Effectively prioritising and planning workloads
	• Application of accounting principles and effective financial management to the achievement of objectives.
	• Involvement in multi-disciplinary working groups.
	• Management and/or supervision of staff.

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

Special Requirements:	• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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