

## Job Description and Person Specification

### Accountant

Job Details	
Grade	7
Service	Financial Management
Location	City Wide
Job Evaluation Code	A6049

#### 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.

#### About the Service your team will provide

As an Accountant at Coventry City Council, you will be pivotal in delivering financial support and advice, ensuring robust financial planning and management. Your role will involve partnering proactively with service leads, fostering effective financial information development, and maintaining high professional standards. You will also be instrumental in guiding non-financial managers, contributing to policy, and promoting cost-effective service delivery. Your expertise will drive the financial integrity and innovation within the Council, supporting our commitment to a thriving, inclusive Coventry.

#### Main Duties & Key Accountabilities

Managing teams to ensure motivation, development, and performance management, including identifying and delivering training needs within finance and across the organisation

Representing the Financial Management team on various project teams, service working groups, and forums. Deputise for Lead Accountant as required.
Collaborating with stakeholders, including external partners, to foster and enhance effective working relationships
Preparing, interpreting, and presenting complex financial information to stakeholders, ensuring accuracy and completeness to support decision making and resolution of financial issues
Supporting delivery of the Annual Financial Cycle and projects, including budget monitoring and management, final accounts, and budget setting, adhering to professional standards
Supporting the production of financial accounts to professional standards and contribute to corporate financial statements
Assisting with the compilation and submission of financial sections of routine reports, government returns, business cases, and grant bids or claims
Developing financial planning solutions informed by service policy issues and developments, supporting strategic decision-making
Ensuring financial support and planning align with service objectives and comply with relevant legislation, accounting regulations, and policies
Promoting value for money and efficiency, supporting commercial opportunities and innovative solutions within finance and service areas
Supporting project development and implementation with financial analysis, effective use of resources, affordability, and financial risks
Undertaking specialist work within financial management, with appropriate training and support provided

Key Relationships	
External:	External provider organisations National, regional, and local government bodies External advisers, and other partner organisations both in and out of the city
Internal:	

**Standard Information**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, 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.

**Training**

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

**Responsible for**

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

**Person Specification**

**Requirements**

Skills And Ability

Possess advanced numerical, analytical, and problem-solving skills, including the ability to interpret complex financial data

Be able to communicate effectively in writing and orally, presenting complex financial information to both technical and non-technical audiences

Have good management and organisational skills to lead teams, prioritise work, and motivate staff for optimal performance

Possess the ability to apply a commercial approach to enhance the cost-effectiveness of service delivery

Be skilled in using advanced spreadsheet functions and financial systems to support sound financial management

Be able to manage conflicting priorities and adhere to policy and operational objectives within set timescales

Experience	Be experienced in applying relevant financial procedures, legislation, and ensuring adherence to proper practices
	Have experience working in a testing financial environment and providing support to non-financial managers
	Have previous involvement in multi-disciplinary working groups, contributing to finance policy and organisational developments
Qualification	Possess a CCAB or CIMA accounting qualification, or be part qualified and actively studying towards completion
	Show evidence of commitment to ongoing professional development within the finance sector