

Role Title	Accountant
Reports to:	Head of Planned Works
Job Family	Place
Competency Level	Senior Manager
Pay Scale	PO8
<p>Purpose</p> <p>To provide a business-focused strategic financial advisory and support service to the Planned Works team and broader Asset Management function of the Housing Service.</p> <p>The role involves monitoring and identifying budget pressures early, so that proactive decisions can be made to ensure that service quality is optimised within financial and budget parameters.</p> <p>The role is essential to ensuring the Asset Management function operates within it's HRA revenue and capital budgets, and that accurate financial reporting is provided to the HRA Finance team for corporate financial reporting purposes.</p>	
Generic Accountabilities	End Results/ Outcomes
Plan and ensure service delivery within a complex / diverse service area. Control operational activities within the service area and ensure professional standards are delivered.	<p>The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</p> <p>Corporate strategies are effectively implemented within area of responsibility.</p> <p>External inspections are managed effectively.</p> <p>Service delivers excellent customer service.</p>
Manage responses to complex professional or politically sensitive issues within the area of responsibility.	<p>Expert opinion, advice, supports and interpretation is provided on all aspects of the area of responsibility, including major decisions.</p> <p>Major issues are managed through to a satisfactory conclusion.</p>

<p>Manage key relationships with delivery partners /providers /suppliers to commission / manage / evaluate / enhance appropriate service delivery / capacity within area of responsibility.</p>	<p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p> <p>Customer outcomes are clearly understood and specified.</p> <p>Services / goods are delivered on time, to budget and standards agreed.</p> <p>Opportunities to improve delivery / capacity of provision are proactively identified and actioned.</p> <p>Suppliers and supply chains are resilient and adaptable to meet changing needs.</p> <p>Expected operational efficiencies are realised.</p>
<p>Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards.</p>	<p>Service plan and targets for area of responsibility are developed from Council's overall strategic directives and agreed and communicated within required timeframe.</p> <p>Strategic and operational input is provided to wider business planning and development.</p> <p>Progress against objectives is effectively monitored and delivered.</p>
<p>Ensure the development and delivery of continuous improvements in all aspects of the service.</p>	<p>Improvements are developed and delivered effectively.</p> <p>Stakeholder requirements are met.</p>
<p>Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.</p>	<p>The team is highly competent, effective, motivated and outcomes focussed.</p> <p>Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</p> <p>Effective team meetings take place to required timescales.</p>

Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.	<p>Resources including, equipment, people, and systems are utilised optimally and efficiently.</p> <p>Annual budget is planned, developed and delivered. Value for money is maximised.</p> <p>Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.</p>
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.	<p>Safeguarding standards are monitored and maintained in compliance with Council policy.</p> <p>Appropriate safeguarding training is provided.</p>
Implement a risk management programme and advise on issues affecting Council service areas.	<p>Business threatening situations are recognised, planned for and managed or escalated as appropriate.</p> <p>Systems and governance are in place to and respond promptly to critical events.</p> <p>Continuous service is provided.</p>
Ensure the successful implementation of health and safety legislation, policies and practices.	<p>Risks to staff and others are assessed and managed.</p> <p>Suitable health and safety instruction and training are provided.</p> <p>There is a safe working environment.</p>
Job Specific Accountabilities:	
To provide senior managers in the Housing service and partner organisations with financial and performance data and advice, including identifying opportunities for growth and efficiencies by using the Council's financial systems and advising on these matters.	<p>Independent analysis and interpretation of financial and performance data is provided, allowing decisions to be made following consideration of financial resource and control implications.</p> <p>Monitoring and reporting of financial performance against capital and revenue budgets is coordinated, providing options to managers to assist them to achieve a spend to budget position at the end of the financial year.</p>
Assist in service reviews and research projects to ensure that inefficiencies, irregularities and budget variances are investigated and	Strategic and financial risks are identified and assessed.

reported, whilst identifying and implementing opportunities to improve service delivery and performance.	<p>Option appraisals and financial modelling are developed and produced.</p> <p>Business cases for new initiatives are reviewed, ensuring decisions are made with consideration of resource implications.</p> <p>Financial and other business-related information is researched, analysed, interpreted and evaluated to support service reviews, ensuring senior managers are provided with robust information to make informed decisions.</p>
Ensure partnership working across the Housing service, with other directorates within the Council, and with third party contractors where needed.	<p>Effective partnership working results in a high-quality service delivered to residents, whilst ensuring that the Council's interests are safeguarded.</p> <p>Complex information is conveyed in a way that partners are able to understand.</p>
Complete relevant statutory accounts.	Financial and grant returns are completed where relevant.
Provide accurate financial information, both through regular reporting and in response to ad hoc requests and research.	Requests for financial information are responded to accurately and efficiently.
Provide advice, support and financial training to service managers on systems and procedures, including operating Oracle, to improve service delivery and standards of financial management.	<p>The maintenance and configuration of the Corporate financial management systems are supported.</p> <p>All financial coding and reporting structures within the corporate financial management system are created, maintained and developed.</p> <p>Specialist system support and training courses on all financial aspects of the corporate financial management system is provided.</p>
Monitor progress against timetables and implement corrective strategies in the event of slippage or potential problems.	Proactively manage programme and financial risks, to achieve planned works outcomes within budget parameters.
Provide support to the Housing transformation agenda by identifying efficiencies, producing costings, assessing ways of working, systems and processes.	Council is able to minimise waste and maximise efficiencies.
Nature of Contacts	
Senior managers, directors, members and equivalent level external contacts, key	

stakeholder's partners and providers, to identify / meet requirements, generate and co-ordinate original ideas and develop council and partnership wide policy and service delivery. To provide expert advice, guidance and support on highly complex / sensitive issues. Communicate changes in policy, strategies and working practice both internally and to partner organisations / stakeholders.

Build and sustain effective relationships with all internal and external stakeholders. Work in partnership with internal and external contacts to develop and maintain joint working and promote the Council position. Co-ordinate partnership working activities and internal / external working groups. Influence their decisions.

Procedural Context

Manage highly complex / high risk issues within a framework of policy and regulatory guidelines and compliance. Objectives and targets are developed and agreed in line with service plan. High level of discretion and use of initiative in deciding what course of action to take.

Significant knowledge and experience in accounting is required to resolve budgetary issues and proactively anticipate and mitigate problems. Close budgetary management and a focus on efficiencies is required amidst a difficult financial environment for local authorities.

Occasionally the post will be expected to work from other locations.

Key Facts and Figures

The Council's stock is over 10,000 homes.

The Housing Asset Management budget is over £20m

Resourcing

Budget Responsibilities: In collaboration with the Head of Planned Works and AD Repairs and Planned Works responsible for total Planned Works budget up to £20m p/a

Supervisory Responsibilities: Nil direct – matrix management of staff and contractors on a project by project basis as required.

Knowledge, Skills and Experience

- Experience of assisting a group of budget holders to understand and manage their budgets and prepare robust forecasts of outturn expenditure for the year in a large public sector organisation.
- Experience of analysing performance data for a range of services with a view to highlighting potential areas of budget scrutiny.
- Experience of producing annual accounts in accordance with relevant standards and timetables, supported by comprehensive working papers.
- Experience of supporting a group of budget holders to undertake their financial responsibilities consistent with the Corporate Accounting Framework.
- Experience of interpreting and analysing accounting regulations and codes of practice.
- Experience of liaising with external bodies (for example, government departments, external auditors and other Local Authorities)
- Experience of managing a team of staff to deliver high quality financial advice to Councillors and Senior Officers.
- Experience of managing complex projects/financial issues.

- Experience of implementing sound and prompt solutions in the event of real, or potential, reconciliation difficulties in key systems.
- Ability to interpret funding and guidance pronouncements and assist in the preparation of models showing the financial consequences of the Budget Strategy.
- Ability to encourage effective budgetary control and to assist in the identification of corrective strategies to contain expenditure within Budget.
- Ability to contribute to financial strategies that are based on thorough analysis of needs and risks.
- Ability to convey complex financial and regulatory information in styles that meet the needs of internal and external recipients.
- Ability to identify potential changes to increase efficiencies in the Housing service.
- IT skills, including Microsoft Office suite, and skilled in the use of a computerised general ledger system, including experience of developing systems to achieve desired business outcomes.
- Experience using Oracle.
- Able to work in an inclusive manner with staff and residents.

Indicative Qualifications

Qualified Accountant (CCAB recognised) or fully qualified AAT.
Educated to degree standard or equivalent.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.