

Job description

Job title:	Senior Accountant
Grade:	Dorset Council Grade 13
Job evaluation reference:	FN511
Job family:	Financial Services

Purpose and impact

1. This role reports to one of the Service Managers that manages the teams that have the dual role of enabling the Chief Financial Officer to fulfil his statutory obligations to make safe and efficient arrangements for the affairs of the Council, and to provide all necessary financial advice and support to Directorates and Committees.
2. Senior Accountants lead and manage the accountancy, budgetary and financial support provided to a Directorate or group of services as outlined in the Context Statement. They act as the Deputy to the Service Manager and ensure that consistent, accurate and timely financial information and advice is provided to managers and other parties as outlined in the Context Statement.

Key responsibilities

3. Be responsible for the outcome of relationships with a wide range of internal and external contacts, including other service providers, to ensure the effective delivery/provision of the service to the customers outlined in the context statement.
4. Take decisions leading to the setting of work standards for others leading to changes in procedures or practices.
5. Deputise for the Service Manager in all instances where the Service Manager is unavailable to discharge those responsibilities from report writing to presentation to attendance at committee meetings.
6. Supervision of all accounting arrangements for specified services and activities to ensure compliance with relevant accounting standards, CIPFA guidance and legislative requirements, including production of final accounts, budget estimates and development/ maintenance of budgetary control systems.
7. Contribute to the corporate and strategic aims of the service and motivate and develop team members.
8. Contribute to the development and continuous improvement in the performance of the service, having regard to the provision of high-quality financial advice, guidance and support.
9. Manage a designated team or teams in accordance with Council policies and procedures within the range of agreed delegated duties.
10. Develop, maintain, and implement business support systems, which may include business planning, budgeting and financial management, purchasing, health and safety, project administration, facilities arrangements and training provision.
11. Provide advice and direction to senior managers and Elected Members to ensure that financial policies and strategies are applied in the best interests of the Council.
12. Act as financial adviser to certain Panels, Boards and services of the Council, as assigned, including attendance at meetings as required, to ensure that decisions consider all relevant financial issues and information.
13. Bringing issues to the attention of the service's management team, particularly as part of the budgeting and financial monitoring process, to ensure that all relevant factors are considered in decisions on resource allocation matters and the overall budgetary strategy for the Council.

Job description

14. Contributing to and participating in major financial project work including identifying significant implications for the funding of the Council or service area, such as Efficiency Reviews and Private Finance Initiatives.
15. Act as financial adviser to agency and other joint/partnership management panels and Boards as assigned.
16. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

17. Reporting to: Service Manager
18. Responsibility for: Management of staff for whom the post holder is directly responsible, including reviewing staff performance (PDR) and assessing development needs to ensure the effective delivery of services.

Other factors

19. Responsibility for personal and shared ICT and other technology.
20. Frequent input into and interrogation of the Council's financial and operating systems. Development and ownership of budgeting and monitoring spreadsheets for relevant activities.
21. Office based post but integrated into the services which it supports so there is a requirement to work flexibly in various locations. The postholder is also required, periodically to attend meetings, locally and regionally.
22. A wide network of contacts within the organisation (at all levels from operational staff to Directors).
23. Some FM posts are required to develop and maintain networks with officers at other Local Authorities and with organisations like CIPFA.
24. Conflicting demands and deadlines are a regular feature of the post, including managing demands made by the changing requirements of members, officers and external organisations. The budgeting, monitoring and final accounts cycle imposes many strict deadlines, around which other work has frequently to be reprioritised.
25. The post will require the post holder to work occasionally in challenging situations where robust debate occurs.
26. The postholder will always act as an ambassador for Financial Services and will represent the team in a variety of ways including deputising for managers where and when appropriate.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do, and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted based on demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. Full membership of a CCAB body
2. Commitment to and evidence of CPD
Experience
3. Evidence of CPD and its benefit across a portfolio of work areas
4. Experience of staff leadership, professional development and achievement of overall financial objectives
5. Experience of working with managers to ensure they understand and develop financial management skills and that they manage their budgets effectively and operational plans are linked effectively to secure outcomes
6. Experience in the development of improved working and process efficiency and to improve the customer experience
Skills, abilities & knowledge
7. Wide-ranging, detailed knowledge of legislation and best practice on Local Government accounting relevant to the specific service area(s).
8. Detailed understanding of the local and national issues (financial and non-financial) relevant to the specific service area(s)
9. Detailed knowledge of the Code of Practice on Local Authority Accounting
10. Detailed knowledge of computerised business applications especially accounting systems and spreadsheets and how they support the financial management requirements of the specific service area(s)
11. Sound understanding of the principles of financial management
12. Understanding of the links between the work of the finance function and other support services and active involvement in work to develop and improve cross-team working to improve outcomes for customers and stakeholders and contract management
13. Excellent numeracy and literacy skills
14. Excellent communication skills
15. Excellent interpersonal skills
16. Excellent influencing and negotiating skills
17. Ability to work effectively with operational managers and non-financial managers on development of financial skills and meeting financial objectives
18. Able to manage staff in a dynamic environment and re-prioritise tasks across a range of activities
Behaviours
19. Respect
20. Responsibility
21. Recognition
22. One Team: Collaboration



Person specification

Desirable

Desirable criteria will be used in the event of many applicants meeting the minimum essential requirements.

Experience	
23.	Appreciation of the UK tax system and its application to financial planning in the services being supported
24.	Experience of developing integrated financial and non-financial information into single reporting systems for use by decision-making managers
Skills, abilities & knowledge	
25.	Understanding of how and why accounting requirements outside of Local Govt differ from the Local Authority sector
26.	Understanding of the modern business and economic environment within which all organisations operate

Approval			
Manager	Head of Strategic Finance	Date	17/07/2019

