

Job Description

Senior Technical Accountant (Commercial & Treasury)

Date: August 2018

POST: SENIOR TECHNICAL ACCOUNTANT (COMMERCIAL & TREASURY)

SERVICE: CORPORATE FINANCE

SECTION: FINANCIAL ACCOUNTING

BAND: 7

REPORTS TO: Financial Accountant

RESPONSIBLE FOR: N/A

TYPE: Hot desking in Basildon Centre

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

This role is within the Financial Accounting Team which is responsible for the treasury functions of the Council including managing daily cashflows and the provision of management information. Support is provided for both the General Fund and Housing capital programmes. In addition to treasury and capital the team has responsibility for other technical areas, which include VAT, leasing, Financial Regulations and other one off special projects that arise from time to time. These projects can cover both General Fund and Housing issues.

The Financial Accounting Team is responsible for:

- The timely and accurate production of the annual Statement of Accounts.
- The HRA and Housing General Fund revenue and capital accounting.
- The Housing and General Fund Services capital programmes and accounting for capital, including fixed asset accounting.
- The prompt allocation of all Council income including reconciliation to underlying records.
- The transmission of all the Council's BACS files.
- Regular budgetary control with necessary reporting to senior management. Regular liaison with Cost Centre Managers on budget issues ensuring appropriate evidence of control is maintained.
- Provision of accurate and timely financial management information to senior management and Members whilst working with Cost Centre Managers to find financial solutions to service priorities.
- Policy, strategy and delivery in relation to Treasury Management (borrowing, investments cash flow, leasing and special financing).
- Assisting with the preparation of Council Tax base and use of reserves to feed into the overall Council Tax Setting process.

- Contributions to corporate governance in relation to Capital Strategy, Treasury Management Strategy, Annual Investment Strategy, Financial Regulations and Financial Procedure Notes.
- Other work such as VAT, IFRS and Collection Fund.

GENERAL INFORMATION

Corporate Finance plays a major role in supporting effective management of Council finances and securing stewardship of Council funds. This is achieved by providing financial advice on all corporate and service developments in order to support corporate decision making arrangements. The Service is responsible for development of the Council's medium term financial strategy and the annual budget setting process to ensure effective delivery of the Corporate Plan. The Service also has to be flexible to meet the demands of legislative changes and is required to be reactive to client needs and external influences.

Corporate Finance consists of the following functions: Financial and Management Accounting; Treasury Management; Financial Performance Monitoring; Business Engagement; Income Controls; Financial Systems; Creditors; and Banking Arrangements.

DUTIES

1. Assist the Financial Accountant in the delivery of the Council's treasury management service including negotiating and concluding TM transactions in line with the agreed policy and strategy and the maintenance of a system for monitoring and forecasting the Council's cashflows.
2. Preparation of the annual Treasury Management Strategy, including mid-year and outturn reports, for Committee.
3. To provide strategic financial advice in relation to the Council's commercial operations, including any subsidiary companies, and to provide a link between these functions and treasury management activities.
4. To interpret business plan information and other planned activity to enable a budget and forward forecast to be set for all subsidiary companies and to ensure that the impact to the Council's budgets are reflected within the General Fund budget.
5. To ensure that the impact of other commercial activities are included in the General Fund budgets.
6. To carry out day to day accounting activities for the subsidiary companies and prepare regular monitoring reports as required by the relevant Board or equivalent.
7. To prepare the year-end accounts for any subsidiary companies and to liaise with external auditors to ensure that reporting meets all statutory regulations.
8. Assist the Financial Accountant by taking the lead in the provision of an effective VAT advisory service to the Council. This includes ensuring that VAT is correctly accounted for, the preparation of monthly VAT returns (£11 million per annum) and the partial exemption calculation.
9. To provide a business advisory role and guidance on financial matters and support to managers. There is a requirement to ensure resources are used effectively to deliver key priorities and that any budget performance issues are identified and addressed.

10. To provide specific advice on the financial implications of decisions, including for Committee Reports.
11. Provide prompt advice and guidance as appropriate to all staff, managers and Members of the Council, and to deal with difficult and/or complex enquiries arising, for example from members of the public and external agencies.
12. To contribute to the preparation of the Council's Annual Financial Report (AFR) to the agreed timetable.
13. To assist in the accurate completion and despatch of all appropriate grant claims and returns (including government returns) by the due date. To ensure that all monies the team is responsible for that are due to the Council are claimed to maximise resources.
14. To assist the Financial Accountant in delivering all work assigned to the team, including communication of work related and general policy issues.
15. To ensure that relevant internal controls are in place within the team and that they are adhered to and continue to be effective. Including the implementation of internal and external audit recommendations as appropriate.
16. To provide effective relevant training to both the Service and the organisation when required.
17. Represent the Service at relevant internal working groups and external user groups.
18. Have an up-to-date knowledge of relevant legislation, professional practices and developments and undertake system enhancement and development reviews as required to meet any changes to legislation or service provision.
19. Develop and introduce new financial methods and procedures that will continue to improve processes both within the Service and the Council as a whole.
20. Ensure that decision making follows the requirements of the Financial Regulations and other specific policies to ensure compliance including regular review of the Financial Procedures Notes.
21. Have an awareness of overall Council policies, aims and management initiatives and ensure that all new developments by the team are in accordance with any corporate protocols or guidance.
22. Be committed to the aims and objectives of Corporate Finance and to be aware of the service's responsibilities in achieving these aims. Effectively promote and support a team approach to achieve this.
23. To promote positive communication across the organisation, encourage constructive relationships, including with the Council's key partner agencies.
24. Be part of multi-disciplinary teams as required to deliver corporate projects, involving working with other managers from other services and partner organisations.
25. Undertake all the duties within the framework of Equal Opportunities.
26. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act

2010, due consideration must be given to any employees with a “protected characteristic”.

27. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Senior Technical Accountant	Date Prepared:	August 2018
Department:	Corporate Finance	Band:	7

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	A general understanding of the issues affecting local government.	✓		AF/I/T
1.2	A working knowledge of accounting regulations relating to private-sector companies.	✓		AF/I/T
1.3	Experience of liaison with budget managers and senior staff.	✓		AF/I
1.4	Experience in producing written reports on complex issues tailored to the needs of different audiences.	✓		AF/I/T
1.5	Track record of improving the quality of service to customers.	✓		AF/I
1.6	Good communication and inter-personal skills combined with a flexible and thorough approach. A high level of written, oral and presentational skills.	✓		AF/I/T
1.7	A professional and motivated self-starter with the ability to work well both as an individual and as part of a team.	✓		AF/I
1.8	Ability to work under pressure and achieve pre-determined deadlines including responding quickly to new initiatives with tight deadlines.	✓		AF/I
1.9	Numerate with the ability to handle complex statistical and financial data and the ability to interpret such data accordingly.	✓		AF/I/T
1.10	Excellent IT skills including strong technical experience of financial management systems and desk top analytical tools.	✓		AF/I/T
1.11	To be able to assess a dilemma logically and laterally and deal with it accordingly, including knowing when to refer the problem to more senior management.	✓		AF/I
1.12	Ability to achieve results through influence and negotiation.	✓		AF/I
1.13	Ability to cope with personal and organisational pressure, maintaining the quality of contribution when facing conflicting requirements.	✓		AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
2.	COMPETENCIES			
2.1	2.1 WORKING WITH PEOPLE <ul style="list-style-type: none"> a) Demonstrates an interest in and understanding of others. b) Adapts to the team and builds team spirit c) Recognises and rewards the contribution of others d) Listens, consults others and communicates proactively e) Supports and cares for others f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses 	✓		AF/I/T
2.2	3.1 RELATING AND NETWORKING <ul style="list-style-type: none"> a) Establishes good relationships with customers and staff b) Builds wide and effective networks of contacts inside and outside the organisation c) Relates well to people at all levels d) Manages conflict e) Use humour appropriately to enhance relationships with others 	✓		AF/I/T
2.3	4.2 APPLYING EXPERTISE AND TECHNOLOGY <ul style="list-style-type: none"> a) Applies specialist and detailed technical expertise b) Develops job knowledge and expertise through continual professional development c) Shares expertise and knowledge with others d) Uses technology to achieve work objectives e) Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity f) Demonstrates an understanding of different organisational departments and functions 	✓		AF/I/T
2.4	5.2 CREATING AND INNOVATING <ul style="list-style-type: none"> a) Produces new ideas, approaches or insights b) Creates innovative products or designs c) Produces a range of solutions to problems d) Seeks opportunities for organisational improvement e) Devises effective change initiatives 	✓		AF/I/T
2.5	6.2 DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS <ul style="list-style-type: none"> a) Focuses on customer needs and satisfaction b) Sets high standards for quality and quantity c) Monitors and maintains quality and productivity d) Works in a systematic, methodical and orderly way e) Consistently achieves project goals 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
3.	EDUCATION AND TRAINING			
3.1	AAT qualified (or higher) with 3 years' relevant experience.	✓		AF/I