



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

JOB TITLE:	Lead Accountant		
GRADE:	G12	SERVICE AREA:	Finance
JOB CODE:	RT335LEADG12		
REPORTS TO:	Deputy Head of Finance	LOCATION:	Within Walsall Council
SPECIAL CONDITIONS:	<ul style="list-style-type: none">Occasional working outside normal office hours to meet the needs of the service (e.g. meeting attendance, meeting deadlines etc)That in booking leave, regard is had to prevailing and ongoing workloads and deadlinesOccasional working outside normal office hours (e.g. meeting attendance, training, workloads etc.) for which overtime is not paid for which time off in lieu will be granted.Member of CIMA or CCAB body with significant post qualification experience and undertaking active CPD.This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- Embrace change and strive for improvement continuously;*
- Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- Challenge the status quo, enable and empower, act with integrity.*
- Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

PURPOSE OF JOB:

1. To be responsible for delivering a first class, value for money financial service that meets the legal, financial and Council aims and objectives to meet our customer requirements in accordance with Finance and Contract Procedure Rules.
2. To deputise, in the absence of or in place of, the Deputy Head of Finance/Head of Finance or other managers where necessary
3. To provide high quality financial information to senior management up to and including Executive Directors to allow decision-making.
4. To present financial information to a range of audiences, including contentious information to Scrutiny panels and other public meetings.
5. To represent Walsall Council at regional meetings and on regional projects as appropriate
6. To effectively manage yourself and the staff for which you are responsible, including ensuring at all times the following
7. Written procedures for all team roles are prepared and monitored
8. Deadlines are effectively managed, prioritised and met
9. Adequate staff cover to ensure maintenance of an effective finance service both within the team and across the finance service where appropriate
10. Resources aims, objectives and priorities are met
11. Performance is maintained, managed and reported in line with EPA guidelines
12. Service improvement, change management and process developments are implemented, provide lead support to the Council's Transformation programme.
13. All duties must be undertaken within the Council's Equal Opportunities policy and with regard to the Code of Conduct
14. All duties must be undertaken within national and local Health & Safety Regulations policies on an individual and collective basis
15. To work at all times in accordance with Financial Contract Rules
16. To act at all times with respect, integrity and professionalism ensuring customer needs are met and services are delivered right, fast and simple

3. Role specific duties and accountabilities: *please refer to [role of the manager](#) detail or advice & guidance document*

Horizon Scanning

- Independent appraisal of a range of new legislation, issues and guidelines, determining impact and devising action plans for implementation. This includes the production of prompt briefing notes to Deputy Head of Finance, Head of Finance, CFO, ADs, senior management boards and preparation of appropriate management and committee reports, liaison with Government Departments, NHS Walsall, Walsall Together, Walsall CCG and other partner agencies.

- Responsible for identifying risks and working with directorate management to manage financial risks relating to activities within all directorates supported.
- Ensure that finance actively manages and reports upon risk within the finance service and within the service areas and projects supported. Provide robust financial appraisal and cost benefit analysis for proposals to support decision making on a business case.
- Independent appraisal of a range of new legislation, issues and guidelines, determining impact and devising action plans for implementation. This includes the production of prompt briefing notes to Deputy Head of Finance, Head of Finance, CFO, ADs, senior management boards and preparation of appropriate management and committee reports, liaison with Government Departments, NHS Walsall, key suppliers and other partner agencies.
- Advise client services on the development of and compliance with Council Financial and Contract Procedure Rules and proper accounting practice, codes and regulations.

Leading People

- To lead a team of staff responsible for providing proactive and independent support to directorates, including responsibility for liaison with service accounting / finance managers and planning of resource requirements.
- Deputise for senior finance managers as applicable including working with members, under the direction of senior finance staff.

Managing Resources

- To meet the need for quality and dependable financial support for service accounting (ASC, Neighbourhood Services, Childrens, Services and Regeneration) including liaising with Executive Directors, Portfolio Holders and other key elected members and other stakeholders.
- Support the Deputy Head of Finance/Head of Finance in managing all aspects of service finance– including liaising with Executive Directors, Portfolio Holders and other key elected members and other stakeholders e.g. head teachers, NHS Walsall colleagues, grant awarding bodies etc.
- Provide proactive and independent financial support to the service area (e.g. ASC, Regeneration, CYP etc) including direct liaison with relevant Executive and Assistant Directors, Heads of Service and Service Managers
- Support the Deputy Head of Finance / Head of Finance in the overall final accounts function for the relevant services
- Promote and ensure all applicable and appropriate financial practices, budgetary disciplines, regulations and performance standards are embedded into service accounting, grants and project plans and monitored effectively.
- Support to, and where appropriate take the lead from, the Senior Finance Manager in the preparation of the overall services budgets and medium term financial plan including the production of Service Plans, asset management and capital investment strategies and plans specific to the directorate supported (e.g. Commissioning and Performance management strategies in SCI).
- Independently manage, identify, secure and maximise income to the services in alignment with the council's strategic vision and aims and objectives.
- To provide support to ensure that financial implications and costing for all formal reports and business cases as required up to and including cabinet reports

- Ensure the accurate, reliable and timely completion of final accounts, monitoring, and budget setting processes and projects within agreed timescales, and reporting thereon to relevant departmental and corporate management teams.
- Provide Project Management and financial support for a wide range of service based value for money projects with a significant financial element and to look for opportunities for innovation
- Undertake project and development work under the direction of senior finance officers and present financial reports relating to project management to senior management teams, DCFO and CFO.
- Independent strategic liaison with the external auditors, Audit Commission, internal auditors, other professional finance staff, and/or other inspectorates on key service finance issues including the implementation of external and internal audit recommendations.
- Ensure project work and financial implications are communicated to other finance officers to ensure adequate and accurate reflection in financial statements.
- Independently provide accurate and robust wide-ranging financial advice and training and develop excellence in financial modelling techniques (e.g. spreadsheets for complex multi-million pound models/benchmarking etc.)
- To ensure that financial implications are understood and reflected in the appropriate decision making process and forum.
- Attendance at, and actively participating in, senior management meetings, cabinet/ committee meetings, working groups, joint meetings with key suppliers, regional partners and other partner agencies, Member briefings etc, as required by the Deputy Head of Finance / Head of Finance.
- Independent preparation of written procedures and processes to maintain financial stability, budgetary control and devolved cost centre management.

Managing Performance

- To take an active lead in ensuring all processes, procedures and operations, financial and otherwise, promote Best Value, and link with performance management, and take responsibility within the finance service for the development of service financial support, by supporting and training other officers where necessary.
- Support the Deputy Head of Finance / Head of Finance in the operational management of the finance function, including service planning, financial reporting, technical and professional advice, and joint responsibility for the design and implementation of improvement and action plans for directorates supported which could involve dealing with financial implications.
- Undertake day to day operational management responsibility for specific members of the service finance teams, including service / team / individual work plans, skills audits, performance monitoring and target-setting, disciplinary and absence management processes, counselling, EPAs, delegation etc.
- Take an active role in ensuring corrective action is taken when potential issues, problems, gaps in information and any other variances occur or present themselves in your daily duties.

Managing Self

- Responsible for your own personal development, performance and continuous improvement including attendance at relevant in-house or external training courses or workshops as designated by line manager.
- Any other duties commensurate with the grade of the post as directed by senior management.

4. Key Stakeholders and reporting lines

- Reports to Deputy Head of Finance
- Has line management responsibility for Finance Business Partners; Accountancy officers and apprentices
- Key Stakeholders (list not exhaustive)
 - Elected Members
 - Senior managers such as Executive Directors, Heads of Service,
 - Section 151 Officer
 - Head of Finance
 - Service managers
 - Internal and external audit
 - Partners such as Walsall CCG
 - Grant award bodies



JOB TITLE: Lead Accountant		GRADE G12
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Able to demonstrate high technical ability in designing or ensuring accounting standards and codes of practice are understood and	A/I	3
Ability to develop, interpret and communicate the outcome of business cases and financial positions using appropriate tools and techniques	A/I	3
Proven analytical ability in interpretation of information and communication to non-financial individuals	A/I	3
Strong numerical reasoning skills	I	2
Computer literate including experience of using Microsoft Office and financial systems	A/I	3

Ability to effectively communicate complex information to all levels of the organisation including Corporate Management Team members and Councillors	I	2
The ability to identify opportunities for and drive through change and take on and complete new challenges	I	2
Ability to manage, implement and adhere to corporate policies, such as Equal Opportunities, and a wider understanding of workplace issues, such as Health & Safety	I	3
Proven ability in managing and organising staff, resources or processes	I	3
Able to show a flexible approach to meeting the needs of a changing service	I	3
Ability to take ownership and ensure goals are successfully achieved within tight deadlines	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Experience of management accounting	A/I	3
Experience of budget setting techniques and processes	A/I	3
Experience of working with a variety of different stakeholders (preferably in a political environment)	A/I	2
Experience of providing accountancy services within a large	A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Member of CIMA or CCAB body with significant post qualification experience and undertaking active CPD. Evidence of continuous professional development	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	2
Prepared by: FBP on behalf FMT	Date: August 2018	