

Northumberland County Council
JOB DESCRIPTION

Post Title: Senior Accountant	Director/Service/Sector: Corporate Director of Finance/Business Support		Office Use
Band: 9	Workplace: Home/County Hall/Other Premises		JE ref: 883
Responsible to: Business Support Manager	Date:	Manager Level: N/A	HRMS ref:
Job Purpose: To proactively contribute to the provision of an effective and efficient financial management service to designated Groups of the Council and other corporate responsibilities as directed by the Business Support Manager.			
Resources	Staff	Such professional as may be allocated from time to time and overseeing the work of trainees and support staff when undertaking specific projects.	
	Finance	Shared but integral responsibility for ensuring the individual group budgets are spent, administered and monitored correctly. Ensuring that appropriate levels of control are in place to minimise the risk of financial loss, for the relevant Group's revenue and capital budgets.	
	Physical	Extensive involvement with Financial & Data systems, which can be complex and confidential,, ensuring corporate financial data is regularly updated and accurately maintained and presented for final accounts, management accounts and Audit purposes.	
	Clients	Extensive involvement with all Groups, external auditors etc and with services that have a significant impact on the public of Northumberland. Services provided to partner organisations.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. Actively and pro-actively assisting in the development and delivery of an efficient and effective financial management service, to effectively achieve corporate objectives. 2. Present written and verbal reports to relevant forums, detailing progress against plan, areas of weakness identified, issues arising and agreed remedial action. 3. Actively participate in the production of timely and accurate management information, professional and technical advice, and develop and maintain positive working relationships with relevant personnel including Group Management Teams etc. 4. Contributes towards the continuous improvement of the Finance Group along with relevant services. 5. Ensure maintenance of appropriate work records, to the required service standards, observing data protection, privacy and confidentiality rules and procedures. 6. Provide a customer-focussed service, ensuring that effective working relationships are developed and maintained, at all levels of the organisation. 7. Actively promote the role of the service and maintain an awareness of local issues, as they affect the Council 			

8. Actively oversee relevant budget headings, to ensure effective spend against established targets and compliance with financial regulations and bring anomalies to the attention of senior management.
9. Actively adopt effective and constructive relationships with internal colleagues (Group Management Teams) and external contacts e.g. External Audit, in order to promote effective partnership arrangements, for the delivery of high quality services.
10. To ensure that an efficient Financial Management Service is provided and ISO 9001 certification retained.
11. Deputises for the relevant Business Support Manager and/or Principal Accountant on Financial Management matters when required.
12. To prepare, validate and submit statutory grant claims and returns in accordance with relevant schedules.
13. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Transport requirements:

Travel to other council premises to provide support and guidance.

Working patterns:

Normal office hours but flexi-hours apply.

Working conditions:

Home/Office based.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Senior Accountant	Director/Service/Sector: Corporate Director of Finance/Business Support	Ref: 883
Essential	Desirable	Assess by
Knowledge and Qualifications		
Relevant professional qualification. Good and developing understanding of relevant legislation, regulations and professional best practice. Evidence of Continuous Professional Development	Prince 2 qualified Understands the diverse functions of the Council	(a)
Experience		
Experience of financial and performance management within a comparable organisation. A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders. Experience of providing services to and working with a wide range of customers, external bodies and/or partners. Understands the relationship between costs, quality, customer care and performance and actively monitors progress within the Department	Supervisory and staff management experience	(a); (i)
Skills and competencies		
Ability to work as part of a team and foster a positive organisational culture. Positive and flexible attitude to work – particularly new initiatives. Ability to develop productive working relationships that command respect, trust and confidence. Ability to maintain a clear overview of the key issues and prioritise effectively. Excellent written and oral interpersonal and communication skills, including the exchange of complex and contentious information. Strong problem solving and analytical skills.	Able to motivate and develop staff Experience of Oracle.	(a); (i)

<p>Highly developed IT skills and ability to understand and develop the use of ICT to achieve work objectives including Microsoft Office.</p> <p>Confident and competent in expressing own views and an active participant in internal and external meetings</p> <p>Well developed negotiating and presentational skills that are persuasive and influential with others.</p>		
Physical, mental and emotional demands		
<p>Ability to deal with conflicting demands within tight time-frames.</p> <p>General awareness and sensory attention, with prolonged periods of concentrated mental attention.</p>		(a); (i)
Motivation and Other		
<p>Able to meet the transport requirements of the post.</p> <p>Determined to achieve objectives and targets, even when faced with significant obstacles and set-backs.</p> <p>Proactive and achievement orientated</p> <p>Able to work on own initiative, with minimum supervision.</p>		(a); (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits