

# Group Accountant (Technical)

<b>Department</b>	<b>Finance and Performance</b>
<b>Pay Grade</b>	<b>G10</b>
<b>Responsible to</b>	<b>Head of Finance and Performance</b>

## Role Purpose

---

To manage the Technical Group responsible for capital budgets; treasury management activities; certain statistical and statutory returns; and maintenance of the management and financial information system.

To manage and be responsible for Accounts Payable, as well as the administration function of insurance.

## Direct Reports

---

- Project Accountant (Technical)
- Senior Accounts Payable Officer
- Trainee Finance Officer (Treasury)
- Finance Apprentice

## Role Specific Responsibilities / Accountabilities

---

- To be responsible for preparation of capital budgets and the production of regular capital monitoring statements, calculations and projections relating to capital resources.
- To compile the annual and medium-term borrowing / investment strategies for the Council and to liaise with the Council's Treasury Management advisors and Fund Managers, monitoring the performance of Fund Managers, and to produce reports on activity as required.
- To supervise dealings in the money market within agreed parameters and the maintenance of associated records and systems.
- To prepare an annual revenue budget for investment income, monitor performance and update budget regularly.
- To analyse annual capital grant settlements.

- To be responsible for ensuring that adequate budgetary control is in place and enabling managers to be provided with advice and support to achieve this.
- To liaise with officers in the relevant departments on the content of reports to Senior Leadership Team and committees to ensure that financial implications are reported, ensuring compliance with the Council's Standing Orders and Financial Regulations.
- To assist with the closing of accounts in accordance with the programme agreed with the Corporate Accountant.
- To ensure integrity of the General Ledger and advise on development of any new facilities provided as part of the software.
- To maintain and develop the Council's fixed asset register, ensuring that this is kept up to date and ensure all capital acquisitions, enhancements and disposals are accurately recorded in both the ledger and fixed asset register.
- To be responsible for the timely and accurate processing of all Accounts Payable.
- To assist with the preparations of replies to Freedom of Information requests.
- To maintain an effective insurance cover.
- To be responsible for undertaking regular audits of working practices to ensure compliance with the Council's Health, Safety and Environmental Programmes.
- To carry out such other duties that may reasonably be required.

## Knowledge, Skills and Qualifications

---

**Minimum knowledge, skills and qualifications required to perform this role; relevant experience may be a substitute.**

### Essential Criteria

- Experience in Budgeting and preparing final accounts.
- Local Authority Accounting, particularly capital accounting.
- Knowledge of Accounting.
- Ability to interpret legislation.
- Computer skills.
- Numeracy skills.
- Attention to detail.
- Ability to communicate with a range of people from different backgrounds, including ethnic, social and professional, both verbally and in writing.
- Ability to handle a wide-ranging workload.
- Handle deadline pressures.
- Self-motivated and ability to work with minimal supervision.
- Maintain accuracy in all works.
- Staff management skills, particularly of disparate functions.

- Ability to critically appraise data and information provided.
- Skills for Rigorous review of systems and information deriving from them.
- Educated to both GCSE and A Level, or equivalent.
- Grade C or above in both GCSE Maths and English, or equivalent.
- CCAB Qualified Accountant (or finalist).

#### **Desirable Criteria**

- VAT experience.
- Treasury Management.
- Graduate level qualification.

## **Appendix**

### **Generic Employee Responsibilities / Accountabilities**

---

- Engage and participate in delivering the corporate objectives of the Council and contribute to the collective leadership, development and management of the organisation to assist in the implementation and realisation of the Council's strategic objectives and Corporate Plan through the development of business plans.
- Ensure that all duties are carried out in compliance with statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to improve ways of working by evaluating activities to determine what adds value and where necessary, implement changes to improve / enhance performance to continuously deliver improvements to services.
- Develop team members' skills and knowledge through a culture of learning, collaborative working and excellence to build a culture of high performance which inspires and enables people and supports the delivery of the Council's Corporate Plan and strategic objectives.
- Develop good working relationships with local people, local businesses, the voluntary sector, regional authorities, government and a wide range of other partners in order to promote the interests and uphold the reputation of the Council and so building a positive image of the organisation.
- Participate in the recruitment and management of team members, giving clarity regarding targets, standards and performance expectations. Review performance giving regular feedback and implementing solutions to address both high performance and poor performance. Before acting as recruiting manager you must partake in training on the Council's recruitment processes.
- Ensure all team members, and new team members, including casual workers undertake mandatory training (Fire, Health and Safety, Data Protection and Safeguarding).
- Support in the management of budgets and resources ensuring that they are deployed effectively with robust internal controls to deliver intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.

- Contribute in the provision of advice and guidance to cabinet / Council, Scrutiny Committees and Advisory Groups to assist in supporting the translation of political objectives and priorities into coherent initiatives that will deliver their intended outcomes for Horsham District
- Promote equality, diversity, inclusion, access to services and tackle discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Assess risk management in service areas and follow reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

## Generic Employee Behaviours

---

**Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.**

### Customer Focus

- Managing customer service
- Constructive customer relationships
- Improve customer service to meet local needs and aspirations

### Achieving Excellence

- Strive to be an excellent organisation
- Deliver continuous service improvement
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

### Our People

- Support the team to work collaboratively

- Invest in our people for continuous improvement
- Support creativity and responsibility