

Accountant – Technical and Corporate Reporting

Job Description and Person Specification

Directorate:	Finance & Governance	Service:	Financial Services
Responsible to:	Financial Services Manager	Responsible for:	N/A
Grade:	9		
Location:	Civic Centre, Poulton-le-Fylde		
Job Purpose:			
To provide financial assistance and support in the provision of quality services, whilst ensuring the efficient management of the council's finances.			

Key Tasks & Responsibilities:
<ul style="list-style-type: none"> • Provide financial advice and analysis to the Financial Services Manager and Assistant Director of Finance. • Undertake benchmarking and trend analysis. • Completion and submission of periodic financial and statistical returns and other requests for financial information. • Support the team with technical accounting concepts providing advice to senior finance management colleagues. • Lead on Collection Fund accounting: in year monitoring, completion of returns and year end accounting. • Maintain and monitor the grants register. • Oversee the approval of annual fees and charges and review and monitor throughout the year. • Monitor and challenge of key areas of expenditure and income.

- Support the annual budget process and periodic updates to the Medium Term Financial Plan.
- Take a leading role on the year-end accounts closure process ensuring that specified deadlines are met; production of end of year working papers and providing information and answering queries from external auditors for all areas of remit.
- Provide advice on financial implications for reporting and decision making, feeding into committee and officer delegated decision reports. Contribute to committee and management reports as requested by the Assistant Director of Finance.
- Take ownership for areas of change and innovation within the functions overseen by the Assistant Director of Finance.
- Participate in the provision of financial training to finance and other colleagues.
- Investigate, advise and implement changes in systems, procedures and policies in response to changes in legislation, regulations and recommended good practice.
- Deputise for the Financial Services Manager as necessary.
- Undertake any other duties commensurate with the grade as may be directed.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
AAT qualified	Essential	Application/Interview
CCAB qualified or actively studying for a recognised accounting qualification (e.g. CIPFA) or other relevant professional examination	Desirable	Application/Interview





SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Knowledge and understanding of Local Government finance	Desirable	Application/Interview
Excellent verbal and written communication and presentation skills	Essential	Application/Interview
Ability to challenge current practice, undertake reviews and drive service improvements	Essential	Application/Interview
Ability to interpret users' information needs and produce relevant reports	Essential	Application/Interview
Good organisational skills and the ability to meet tight deadlines	Essential	Application/Interview
Ability to work on own initiative	Essential	Application/Interview
Good level of experience of using financial software applications	Essential	Application/Interview
Ability to work as part of a team	Essential	Application/Interview
Knowledge and understanding of local authority technical accounting issues and management (such as collection fund, pensions or non-current assets)	Desirable	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Working in a local authority or public sector finance environment	Desirable	Application/Interview
End of year closure and production of statement of accounts and audit working papers	Essential	Application/Interview

Involvement in budget preparation, monitoring and forecasting	Essential	Application/Interview
Undertaking benchmarking and other financial trend analysis	Desirable	Application/Interview
Provision of training to both finance and non-finance colleagues	Essential	Application/Interview
Implementation and development of new systems to deliver service improvements	Desirable	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...

<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction
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Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- There may be occasions when you are required to work outside of normal office hours.
- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Ben Ralphs

Date: June 2025

Post Holder Signature:

Date: