

## Role profile

<b>Job Title:</b>	<b>Principal Accountant:</b> <ul style="list-style-type: none"> <li>• Environment</li> <li>• HRA &amp; Regeneration</li> <li>• Childrens</li> <li>• DSG and Schools</li> <li>• Adults and Public Health</li> <li>• Pensions and Treasury</li> </ul>		• <b>Financial Control</b>
		<b>Department:</b>	Finance
		<b>Directorate:</b>	Resources
		<b>Grade:</b>	<b>16</b>
			<b>51-54</b>
		<b>Post no.:</b>	New
		<b>Location:</b>	Perceval
<b>Role reports to:</b>	<b>Finance Manager</b> <ul style="list-style-type: none"> <li>• Housing &amp; Env/ Econ and Sustainability</li> <li>• Adults and Public Health</li> <li>• Childrens and Schools</li> <li>• Pensions and Treasury</li> <li>• Financial Control</li> </ul>		
<b>Direct reports:</b>	None		
<b>Indirect reports:</b>	Up to 2 Accountants, 5 Technicians and Finance Officers		

## Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### Purpose of role

To deliver a cohesive finance function in partnership with other finance teams to ensure that services receive consistent messages and service delivery and to be the operational lead for one of the following :

- Adults & Public Health
- Children's
- DSG and Schools
- HRA & Regeneration
- Environment
- Pensions & Treasury
- Financial Control

### Key accountabilities

## Core Accountabilities

- Support the timely and accurate reporting of services capital and revenue, income and expenditure through budget monitoring, budget setting and producing the authority's final accounts
- Work effectively with services to provide high quality financial advice so that service priorities are delivered within available resources
- Support delivery of the Council's Medium term Financial Strategy, including project work
- Work collaboratively with the Finance Leadership team ensuring the core financial functions make a valuable contribution to the Council and the community it serves
- Collaborate with finance teams so that staff are motivated and high performing
- Promote the implementation of a business partnering model across Finance
- Promote and implement the Council's policies and procedures including equalities and diversity, health and safety, security and the use of personal data
- Lead the implementation of a business partnering model across Finance
- Provide strategic advice to services so that the financial aspects of operational and strategic, business and service plans (eg HRA business plan) and Council wide projects promote and demonstrate best practice, sound financial governance, and deliver value for money
- Take shared responsibility for the delivery of the Council's Medium Term Financial Strategy(MTFS), capital programme, budget monitoring including project work, collection fund accounts
- Work collaboratively with the Finance senior leadership team ensuring the core financial functions make a valuable contribution to the Council and the community it serves.

## Finance Business Partnering

- To influence and work with Executive Directors and their management teams to identify innovative approaches to future service provision
- To drive performance improvements within services by building effective relationships and ensure a high level of financial literacy across the organisation.
- To establish effective partnering arrangements with services, to ensure open

and continuous dialogue that promotes understanding of their business requirements and priorities in the context of the Council's Corporate Plan and Medium Term Financial Strategy, ensuring due diligence and accuracy of all financial reporting and analysis.

- To manage the impact of change, developing new ways of working which add value to the business.
- To influence services to improve their financial management and, if necessary, challenge appropriately to deliver improvement and contribute to systems development and improvement
- To lead the implementation of a performance and customer focused culture
- To provide strategic advice and interpretation for specific areas of knowledge to Directorates and other finance staff.
- To contribute to the Council's broader development agenda, appraising and evaluating investment options and change programmes.
- To develop and implement appropriate value for money analysis for the evaluation of the Council's revenue and capital programmes including changes to funding streams, commercial opportunities and financial targets for the Medium Term Financial Strategy
- To analyse and provide commentary to support the approval of Cabinet and other Committee reports and responses to Members' enquiries in relation to all aspects of the finance function as directed by the Strategic Director of Resources (Section 151).
- To advise the Strategic Director of Resources (Section 151) of all financial risks resulting from services' decision making, escalating any concerns or issues in a timely manner whilst offering resolutions for services and managing any conflict
- To represent the interests of the Strategic Director of Resources (Section 151) and the Finance service across the authority's Executive Directors, delivering the strategic financial vision and direction to significantly and positively impact the Council's service delivery by interpreting policy advice, inform and advise service management teams
- To understand, interpret and communicate the impact of new accounting policies and procedures in line with government, accountancy bodies, the Chief Finance (Section 151) Officer and authority initiatives and objectives

- To promote financial literacy throughout the organisation.
- To support the strategic finance function of corporate projects ensuring that all objectives and milestones are met to deliver project objectives.
- To manage own professional development, keep up to date with accounting and relevant statutory legislation, regulations, standards, service developments and initiatives and the Council's policies and procedures to provide high-level accountancy and financial advice that is consistent in regards to both technical accuracy and meets the financial objectives of the Strategic Director of Resources (Section 151).
- To ensure the provision of appropriate, accurate and timely ad hoc management information, verbal and written advice and guidance to all levels of staff, in relation to all aspects of the finance function and in accordance with the Council's policies and procedures and to promote awareness of good financial practice and control.

### **Management Accounting**

- To monitor performance against revenue budgets and review budget forecast information, in conjunction with budget holders to ensure the delivery of high quality financial reporting, advising the Head of Accountancy of all financial risks related to services' decision making, escalating any concerns or issues in a timely manner
- Lead the development of Directorate and Corporate business plans incorporating outcomes into the Council's Strategic Planning Framework and Medium-term Financial Strategy and ensuring that options identified deliver efficiencies and savings. Challenge where appropriate, especially on affordability and value for money and ensure the financial implications of policy and operational proposals are included in reports and financial advice to members so that decisions are made in the full knowledge of financial implications.
- To deputise for the Finance Manager as required and representing the interest of the Strategic Director of Resources (Section 151)
- Model excellent customer services and influence senior managers across the council
- Identify opportunities for efficiencies or income generation and review new initiatives on a service or corporate basis producing financial models and appraising options so that decisions are made with consideration of resource implications for the directorate and the Council , with the approval of the . Strategic Director of Resources (Section 151)
- To manage and co-ordinate the closure of accounts from a Finance perspective to ensure that statutory and Council requirements and deadlines are met. Liaise with departments to ensure the required work is

received on time and prioritise work, where necessary, to manage conflicting deadlines

- To provide managers and partner organisations with independent analysis and interpretation of financial and performance material, ensuring decisions are made with consideration for financial resources and meet the financial objectives of the Strategic Director of Resources (Section 151)
- Support delivery of large, complex, cross- functional projects scoping and identifying detailed financial requirements. Exercise control over finance workloads, prioritisation and decision making to deliver project and organisational objectives and ensure the Council's financial interests are protected.
- To provide high quality advice and solutions to directorates on all areas of finance to support their effective delivery of business objectives; attend and contribute to service management team meetings

### **Key performance indicators**

- Accurate and timely closure of the authority's financial accounts
- Delivery of accounts at the level required to obtain an unqualified audit opinion
- Robust financial planning is delivered to meet the Medium-Term Financial Strategy
- Delivery of projects to time, cost, quality
- Medium Term Financial Strategy savings delivered on time

### **Key relationships (internal and external)**

#### **Internal**

- Strategic Director of Resources (Section 151)
- Strategic Directors and teams
- Assistant Director of Accountancy
- Assistant Director of Strategic Finance
- Assistant Director of Technical Finance
- Finance Managers
- Assistant Director of Audit & Investigation
- Assistant Director of Local Taxation & Accounts Receivable
- Elected Members

#### **External**

- All relevant partner organisations for whom and with whom the Council does business including other local authorities
- Representatives of the key government departments, external auditors, national bodies and network groups

## **Authority level**

- As set out in the Constitution and Scheme of Delegated Powers.
- Deputise for Finance Manager in area of responsibilities

## **Person specification**

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### **Essential knowledge, skills and abilities**

- 1) Experience of delivering business partnering model
- 2) Expert knowledge and understanding of legislation, accounting standards and accounting codes of practice governing local authority accounts and financial procedures
- 3) Excellent team leadership skills, including performance management to achieve stated outcomes
- 4) Ability to present complex financial issues to non-accountants
- 5) Ability to build and maintain effective relationships with staff and managers including at a high level to achieve Corporate and Departmental objectives
- 6) Ability to use initiative to lead and inspire teams and to work effectively as part of a team within a large organization
- 7) Ability to deliver customer focused services and service improvement, managing demands and pressures on the service and tight deadlines
- 8) Ability to implement business process improvement projects and deliver financial savings
- 9) Ability to exercise initiative and good judgement in delivering service and council aims and objectives within a challenging and political environment
- 10) Ability to deliver strategic finance support and advice to senior management
- 11) ICT literate with the ability to use all Microsoft Office applications including Excel, Outlook and Word

### **Essential qualification(s) and experience**

- 1) Full CIPFA, CCAB or CIMA qualification
- 2) Experience of working and influencing at a senior level.
- 3) Experience at leading, inspiring and developing a finance team which is driven by excellence, continuous improvement and customer focused
- 4) Experience of creating and delivering strategic finance policy within a large and complex organisation.

## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>