

Job Profile comprising Job Description and Person Specification

Job Description

Provisional Job Title: Head of Accountancy	Grade: MG2
Section: Financial Management	Directorate: Resources
Responsible to: Chief Accountant	Directly Responsible for: 2.0 Principal Accountants Indirectly Responsible for: 6.0 Senior Accountants 1.0 Accountancy Officer
Post Number/s: 1 post	Date October 2023

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Responsible for particular aspects of the Councils' financial policies and procedures, best practice reporting requirements, the publication of the Statement of Accounts and the setting of Council Tax.

Specific Duties and Responsibilities

The post holder will need to specialise in the following work areas:

- Capital (programme monitoring, reporting, financing etc).
- Assets accounting.
- Treasury/investments, banking and cash flow management.
- Financial accounting.
- Collection Fund.
- Taxation (VAT).
- Closure of Accounts and external audit.

The postholder will be responsible for:

- Preparing the Statement of Accounts, ensuring compliance with statutory deadlines and the completion of robust and accurate working papers.
- Liaising with the External Auditors on all matters falling within the remit of the post, providing explanations and background working documents when required.
- Analysing, commenting on and implementing any changes in legislation including changes in accounting practices, ensuring departments comply with the Councils' policies to ensure the accuracy and integrity of the accounts.
- Ensuring the timely and accurate completion of all financial, statutory, statistical and other returns.
- Providing professional financial advice on all relevant areas to a wide range of stakeholders (including Directors and Councillors), including the preparation of Policy and Strategy documents for consideration by Members and adoption by the relevant Council.
- Attends Committee and other Member meetings as required.
- Assists the Chief Accountant in providing a comprehensive corporate finance service.

Deputises for the Chief Accountant as and when required and assists on other groups within the Financial Management Division as directed, to provide flexible response to peak workloads.

Ensures that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

Provides strategic and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.



Provides effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.

Generic Duties and Responsibilities

To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.

To comply with relevant Codes of Practice including the Code of Conduct and policies concerning data protection and health and safety.

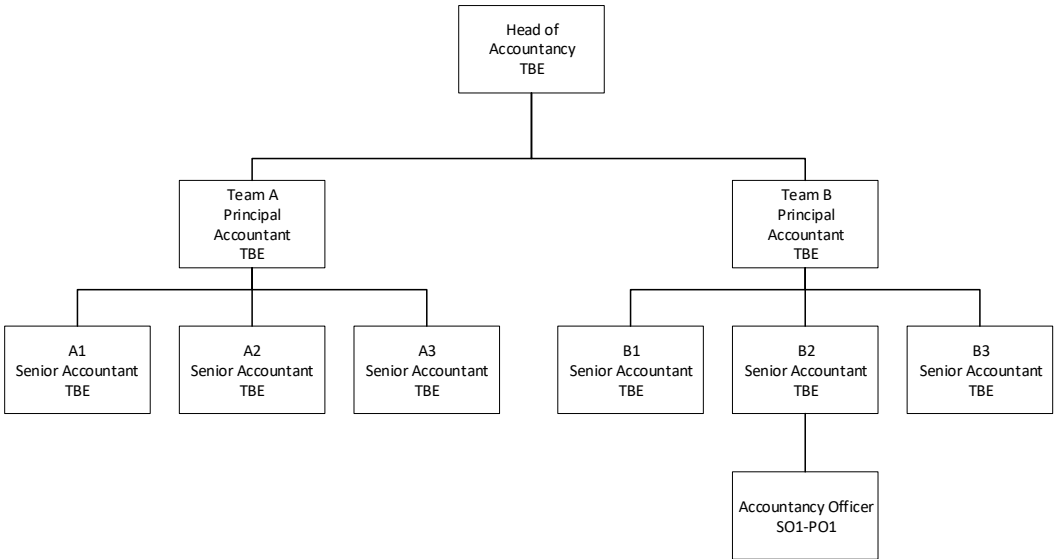
To promote equality, diversity and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role.

Acts as a professional expert for others within the Financial Management division

The profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team Structure



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities.

Think Bigger. Our work is important and challenging. We find the time to plan ahead. We're ambitious and were not afraid to do things differently or challenge the status quo.

Embrace Difference. Whoever we are, our energy and empathy, our strength and ideas come from our mix of different minds. We don't stand by, we stand up for each other's differences.

Lead by Example. Whoever you are, whatever we do and whatever role we play we can all show leadership. We're ready for anything and we're dependable. We strive to improve, and we support each other.

Connect Better. We are a big team working across two boroughs. The way we connect and collaborate with each other, and our partners makes the difference for our residents.

Put People First. How we as people do the best we can to help the people of Richmond and Wandsworth to thrive. Whatever we do we focus on what it means for people we work with and the people we serve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Excellent understanding of legislation, accounting standards and accounting codes of practice governing local authority accounts and financial procedures with the ability to interpret complex issues and apply them.	Y		A/I/T
Knowledge and understanding of key strategic and policy issues relating to local government finance.	Y		A/I/T
Experience	Essential	Desirable	Assessed
Experience of successfully leading or managing high-performing teams of staff.	Y		A/I
Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting.	Y		A/I/T
Experience of successfully planning, managing and reviewing a closing of accounts or Council Tax setting process.	Y		A/I/T
Experience of a specialisms held within the team as detailed in the Job Profile.		Y	A/I/T
Experience of coordinating and delivering a major project.		Y	A/I
Skills	Essential	Desirable	Assessed
Effective in communicating and asserting financial issues with the ability to simplify and present complex financial issues with both clear and concise report drafting skills.	Y		A/I/T
Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation.	Y		A/I/T
Qualifications	Essential	Desirable	Assessed
CCAB qualified or equivalent.	Y		A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate