

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Corporate Accountancy Manager	<b>Grade:</b> PO6 (to be reviewed)
<b>Section:</b> Financial Management	<b>Directorate:</b> Finance
<b>Responsible to following manager:</b> Chief Accountant	<b>Responsible for following staff:</b> 3.0 Senior Accountants 1.0 Accountancy Officer (indirect)
<b>Post Number/s:</b> 2	<b>Last review date:</b> June 2024

#### 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

Manages specific aspects of the Councils' financial policies and procedure rules, best practice reporting requirements, the Statement of Accounts and other areas as set out in the specific duties and responsibilities.

#### Specific Duties and Responsibilities

Post holders will lead a subsection within Accountancy which holds specialisms in the below work areas (with 3 Senior Accountants as direct reports). Precise split of responsibilities being determined based on the resources and skill sets available and the relative demands of the 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 Corporate Accountancy Managers will be asked to change the area of specialisation approximately every 2 years to promote multiple skill development.

Aspects that each post is responsible for could include elements of the following, for either or both Councils:

- Assist leading on the preparation of either borough's Statement of Accounts, ensuring the accuracy and integrity of the accounts.
- Assist managing the external audit relationship and liaise with external auditors and respond to comments and recommendations raised.
- Ensuring that best practice and the appropriate Codes of Practice are utilised.
- Lead on completion of statutory and other returns, producing statistical information and research as required.
- Producing information for the budget setting process where needed.
- Authorising transactions and maintaining accounting records on a daily, weekly and monthly basis throughout the year for specific specialisms.
- Providing professional financial advice on all matters relating to the relevant service areas, to a wide range of stakeholders including input into the preparation of strategy documents and future years' projections.
- Assists the Chief Accountant in providing a comprehensive corporate finance service.
- Budget manager responsibilities (treasury side only).

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.

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.

Provides motivational management of staff, providing a visible presence within Financial Management and promoting a good working environment with the primary aim of delivering high quality services.

Provides effective management of staff, including recruitment and appropriate application of policies and codes of practice on staffing matters. The post holder will be

responsible for implementing a performance management framework for their direct reports to develop and motivate individuals as well as the team, some of whom may be studying for professional examinations.

### **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 adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- 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 within the Councils.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

## 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
Experience	Essential	Desirable	Assessed
Experience of a specialism as detailed in the Job Profile.	Y		A/I/T
Experience of successfully planning, managing, and reviewing a closing of accounts process or coordinating a budget setting and monitoring process, or coordinating and delivering a major project.		Y	A/I
Experience of undertaking complex financial calculations including options appraisals and sensitivity analysis.	Y		A/I/T
Experience of simplifying complex financial issues and presenting them in a manner that the recipient understands.	Y		A/I/T
Experience of designing complex spreadsheets and using them as models for decision making.	Y		A/I/T
Skills	Essential	Desirable	Assessed
Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation.	Y		A/I/T
Meticulous approach/ working papers for dealing with complex tasks and audit requirements.	Y		A/I
Good interpersonal skills to liaise with senior staff and external auditors.	Y		A/I/T
Experience of leading, developing, and motivating staff to improve service delivery.		Y	A/I
Proven track record of planning and managing conflicting priorities, multiple demands for service and meeting deadlines.	Y		A/I
Qualifications	Essential	Desirable	Assessed
Part/fully qualified CCAB <i>or</i> equivalent, <i>or</i> fully qualified AAT/ACT with extensive experience.	Y		A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**