**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Head of Accounts | **Grade**: MG2 |
| **Section:** Financial Management | **Directorate:** Resources |
| **Responsible to:**Chief Accountant | **Responsible for:**2.0 Senior Accountants2.0 Accountants1.0 Accountancy Officer |
| **Post Number/s:**2 posts | **Date**November 2018 |

**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**

Post holders may be asked to specialise in one or more of the following work areas, with the precise split of responsibilities being determined based on the resources and skill sets available and the relative demands of the work areas:

* General Fund including Comprehensive Income & Expenditure and Movements in Reserves
* Balance sheet
* Collection Fund
* Treasury management, banking and cash flow management
* Capital programme and capital accounting, including determination of resources and appropriate sources of finance
* Asset accounting
* Pensions accounting
* Housing stock valuation
* Taxation (VAT etc.)

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

* preparing sections of 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
* setting the council tax including producing budgets and producing associated publications and the maintenance of long and medium term financial plans
* 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
* assisting 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 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.

**Additional Information**

Currently, Line management responsibility for the following posts (under review):

2.0 Senior Accountants

2.0 Accountants

1.0 Accounting Officer

Up to 3x Trainee Accountant

Attends evening meetings as appropriate.

**Current team structure (under Review)**



**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 in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge**  |
| Good 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 | I / T |
| Knowledge and understanding of key strategic and policy issues relating to local government finance | I / T |
| **Experience**  |
| Experience of successfully leading or managing high-performing teams of staff | I / T |
| Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting | I / T |
| Experience of successfully planning, managing and reviewing a closing of accounts or council tax setting process | I / T |
| Experience of coordinating and delivering a major project | I / T |
| **Skills**  |
| 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 | I / T |
| Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation | I / T |
| **Qualifications**  |
| CCAB qualified or equivalent | A |