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

**Job Description**

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| **Job Title:**  Chief Accountant | **Grade**:  MG3 |
| **Section:**  Financial Management | **Directorate:**  Finance |
| **Responsible to following manager:**  Assistant Director (Financial Management) | **Responsible for following staff:**  Head of Accountancy  Head of Transactional Services  Corporate Income Manager |
| **Post Number/s:**  RWR0028 | **Last review date**  August 2023 |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth 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 the Councils’ financial policies and procedure rules, the publication of the statement of accounts and assisting with the setting of council tax for both Councils

**Specific Duties and Responsibilities**

* Responsible for financial policies and underlying financial procedure rules ensuring relevant legislation, codes of practice and statutory financial reporting requirements are adhered to and operate effectively across all Council services.
* Responsible for ensuring the accuracy and integrity of both Councils’ accounts, ensuring that all financial systems remain fit for purpose and are compliant with legislation and best practices.
* Responsible for the treasury, VAT and cash management functions for both Councils.
* Manages the production of the annual statement of accounts (including the closure of the collection fund, the correct presentation of financial content and leading on liaison with the external auditors), assists with council tax and budget setting in accordance with relevant legislation and the statutory timetable.
* Overall responsibility for the performance of the Finance Transactional Services contract, ensuring effective performance and compliance with the contract specification and performance indicators.
* Deputises for the Assistant Director (Financial Management) 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.
* Advises and supports Members on all relevant service matters, including advising on legislative developments, making policy proposals, commenting on reports, and attending Member meetings as required.
* Advises and supports senior managers on relevant service and other matters, including advising on legislative developments, policy proposals, committee reports
* Represents the Director of Finance at Committee meetings as appropriate. Exercises signatory responsibility delegated by the Director of Finance for recommending or challenging on the basis of conformance of value for money proposals for delegated action under the relevant decision making procedure.
* Represents the Director of Finance in pursuing both Councils’ interests by representations, arguments made to or attendance at regional/national meetings of relevant associations and ad-hoc groups of influence to the advantage of the Councils.

**Generic Duties and Responsibilities**

* 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 council.
* The profile is not intended to be an exhaustive list of the 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.

**Additional Information**

Line management responsibility for the following posts:

1 x Head of Accounts

1 x Head of Transactional Services

1 x Corporate Income Manager

Attends evening meetings as appropriate.

**Current team structure**



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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**  (see below for explanation) |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| 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 | X |  | I/T |
| Knowledge and understanding of key strategic and policy issues relating to local government finance | X |  | I/T |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting. | X |  | A/I/T |
| Experience of working with financial systems, including system implementation and upgrades and improving transactional processes |  | X | A/I/T |
| Experience of successfully leading or managing high-performing teams of staff. | X |  | A/I/T |
| Experience of successfully planning, managing and reviewing the closing of accounts | X |  | A/I/T |
| Experience of effective contract management |  | X | A/I/T |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Good interpersonal skills to liaise with Directors, external auditors, service managers and Members. Effective in communicating and asserting financial issues with the ability to simplify and present complex financial issues and both clear and concise report drafting skills | X |  | I/T |
| Experience of coordinating and delivering a major project |  | X | I/T |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| CCAB qualified or equivalent | X |  | C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**