

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Corporate Accountancy Manager	<b>Grade:</b> PO6-MG2
<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> RWF0013; RWF0014	<b>Last review date:</b> June 2025

#### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

#### Job Purpose

Manages (is responsible for) 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.

Post holders will lead their designated areas of 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. Post holders will also lead in full the production of one Borough's Statement of Accounts and associated external audit.

#### Team 1

- WBC Capital (programme monitoring, reporting, financing etc) and Asset Accounting.
- LBR Capital (programme monitoring, reporting, financing etc) and Asset Accounting.
- Financial accounting\*

#### Team 2

- WBC Treasury Management (investments, banking and cash flow management).
- LBR Treasury Management (investments, banking and cash flow management).
- Financial accounting\*

\* Financial accounting could include; Grants, Leases (IFRS 16), Closing lead, Audit lead, VAT/taxation and/or Collection Fund.

The Corporate Accountancy Managers will be asked to change the area of specialisation approximately every 2-3 years to promote multiple skill development.

### **Specific Duties and Responsibilities**

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

- Lead on the preparation of one borough's Statement of Accounts alongside the Chief Accountant, ensuring the accuracy and integrity of the accounts and compliance with statutory deadlines and the completion of robust and accurate working papers.
- 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 adhered to.
- 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).

### Progression to MG1

- Is an effective manager leading a team with best working practices and use of resources.
- Fully understands the duties and responsibilities of all Senior Accountants in the Accountancy Team and understands the priorities of the wider Accountancy Section and Financial Management.
- Can lead one borough's Statement of Accounts from planning to final publication.

### Progression to MG2

- Has knowledge of and can comprehensively lead all areas of the Accountancy Team with minimal supervision including closure of accounts.
- Fully CCAB (or equivalent) qualified.
- Attends Committee and other Member meetings as needed.
- Can deputise for the Chief Accountant and has some understanding of the work of other teams under his/her remit.

### **Generic Duties and Responsibilities**

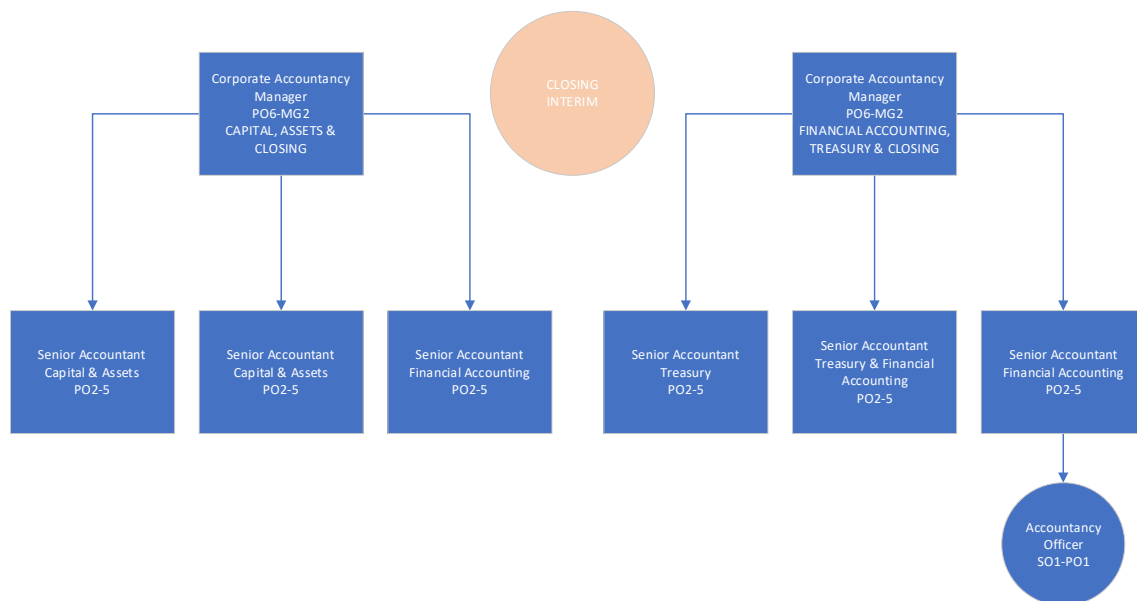
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnership.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- 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

This post has a linked grade mechanism, with progression through PO6-MG2 based on a knowledge and experience matrix.

### Team Structure



## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

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
Knowledge and understanding of key strategic and policy issues relating to local government finance.	Y		A/I
Experience	Essential	Desirable	Assessed
Experience in one of the specialisms as detailed in the Job Profile <i>and</i> in the closure of local authority Statement of Accounts.	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/T
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 change and are often conflicting.	Y		A/I/T
Experience of undertaking complex financial calculations including options appraisals and sensitivity analysis.	Y		A/I/T
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
Excellent 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/T
Good interpersonal skills to liaise with senior staff and external auditors.	Y		A/I/T
Qualifications	Essential	Desirable	Assessed
PO6-MG1 – Part qualified CCAB <i>or</i> equivalent <i>or</i> fully qualified AAT with extensive experience. MG2 – Qualified CCAB <i>or</i> equivalent.	Y		A/C

**A – Application form / CV, I – Interview, T – Test, C - Certificate**