



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Accountant	Grade: PO2-5
Section: Financial Management	Directorate: Finance
Responsible to: Corporate Accountancy Manager	Responsible for: 1.0 Accountancy Officer
Post Number/s: 6	Date: June 2025

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

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

Leads on specific aspects of the Councils' financial policies and procedure rules, best practice reporting requirements, the Statement of Accounts and the setting of Council Tax.



Post holders will 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:

- Capital (programme monitoring, reporting, financing etc).
- Asset accounting
- 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.

Each Senior Accountant will be asked to change the area of specialisation at least every 2 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:

- Production of relevant notes to/elements of the Statement of Accounts, ensuring the accuracy and integrity of the accounts.
- Responding to queries from the External Auditors, providing explanations and background working documents when required.
- Ensuring that best practice and the appropriate Codes of Practice are utilised.
- Completing sections of statutory and other returns, producing statistical information and research as required.
- Producing information for the Council Tax setting process including budgets and associated publications.
- Authorising transactions and maintaining accounting records on a daily, weekly and monthly basis throughout the year.
- 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
- 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.



Progression to PO5

- Effectively leads on all work streams within specific areas of responsibility, taking ownership of system and process reviews and managing the process of change with minimum supervision, resulting in more efficient working practices and use of resources within areas of responsibility.
- Carries out investigations and prepares reports as required, for instance on the use of resources, appraisals of new developments, new legislation and procedures.
- Prepares reports to Committee as and when required including (but not limited to) bids, policy changes, strategy documents etc.
- Works with minimal or no supervision.
- Line management/mentoring/ supervision of an Accountancy Officer or a Trainee.
- Can deputise for one of the Corporate Accountancy Managers.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- 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 PO2-PO5 based on a knowledge and experience matrix.

Team Structure

To be added



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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
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.	Y		A/I/T
Experience	Essential	Desirable	Assessed
Experience of a specialism as detailed in the Job Profile <i>or</i> in the closure of local authority Statement of Accounts.	Y		A/I/T
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/T
Good interpersonal skills to liaise with senior staff and external auditors.	Y		A/I/T
Supervision skills to manage input and quality of output by other staff in the team.		Y	A/I/T
Ability to plan and carry out own workload to meet targets and agreed deadlines.	Y		A/I/T
Qualifications	Essential	Desirable	Assessed
Part/fully qualified CCAB (or actively studying), fully qualified AAT.	Y		A

*Application form, Interview and Test