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| Service and job specific context statement |
| **Directorate:** | Central Services |
| **Service:** | Strategic Resources |
| **Post title:** | Accountant |
| **Grade:** | L |
| **Responsible to:** | Senior Accountant |
| **Staff managed:** | None |
| **Date of issue:** | November 2018 |
| **Job family:** | **P&T - Professional & Technical**  |

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| Job context |
| * The Finance Team provides financial support and advice to internal customers within North Yorkshire County Council, and also provides services to Schools and Early Years Providers as well as external customers including the North Yorkshire Pension Fund, Selby District Council, Ryedale District Council and the North Yorkshire Moors National Park Service. Services are also provided to the Council’s traded services including North Yorkshire Education Service and also the Council’s wholly owned companies.
* Working in a modern and agile way, the Finance Team are forward-looking, supporting budget managers to monitor and manage their own budgets through maximising technology and delivering efficient services that add value.
* As an Accountant in the Finance Team, the post-holder would be expected to work across a number of different functional areas (e.g. Internal Clients, Technical and Capital, Schools) providing a high-quality service that promotes customer self-help. Working closely with other support services and customers, the post-holder may be expected to work with key partner organisations including health, schools, district councils and other external customers. The Finance Team providers a centre of expertise in commercial work and financial modelling, and the post-holder will be expected to contribute to the Council’s commercial agenda both supporting services to be commercially aware and through identifying and maximising opportunities for the Finance Team to generate income streams. The post holder will also provide financial support to services in relation to transformational change projects they are undertaking including those delivering the 2020 North Yorkshire programme and the new BEST (Better Efficiency through Sustained Transformation) Programme which is now underway.
* The post-holder will not undertake line management responsibilities, but will be expected to lead on substantial pieces of work and supervise the work of others, which will occasionally include other Accountants.
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| Structure |
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| Heads of Finance |
| Senior Accountants |
| Accountants |
| Senior Accounting Technicians |
| Accounting Technicians |
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| Job Description |
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| Job purpose | The core focus of this job is to provide financial information, advice and support to a range of customers including budget managers, senior management, Members and partners. |
| Operational management | * Assess financial implications of initiatives and/or changes to the business of the Council.
* Analyse financial performance, so contributing to medium and long term business planning/forecasts.
* Promote and uphold standard ways of working in line with the framework for the finance function as a whole, as determined by the Corporate Director, Strategic Resources.
* Ensure appropriate professional financial and related standards as required by the Corporate Director, Strategic Resources and the Council’s Constitution.
* Assist and support budget managers to ensure completion of the annual financial accounts in line with the framework as determined by the Corporate Director, Strategic Resources.
* Assist in the development of business cases and commercial ventures, including using a range of estimating, forecasting and scenario testing techniques.
* To deputise for Senior Accountant or Head of Finance as required.
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| Communications | * Offer professional judgement on financial matters and advising on ways of improving business performance.
* Deliver financial and related training to a range of customers.
* Promote a culture of informed and evidence (from a range of sources) based decision making and provide such support as required to a range of customers.
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| Partnership / corporate working | * Liaise with Business Support in order to ensure the integrity of reporting from and recording within financial systems.
* Work alongside the finance business partners to provide support in the provision of financial processes and information to the business.
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| Resource management | * Ensure a sound budgetary control environment within areas assigned to the post.
* Ensure structural integrity of the ledger and related financial systems relating to the areas assigned to the post.
* Prepare and contribute towards reports to management/Members where there are financial or financially related considerations.
* Supervise such staff as assigned to the post or to the task/project.
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| Systems and information  | * Contribute towards development of key financial and management information systems as part of a team approach with services and Technology and Change.
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| Strategic management  | * Carry out projects where there is a need for strategic financial input as assigned to the post.
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| Person Specification |
| Competency Framework  |  |
| Behaviours  | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.