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| Service and job specific context statement | |
| **Directorate:** | Central Services |
| **Service:** | Strategic Resources |
| **Post title:** | Senior Accountant |
| **Grade:** | Grade M-N |
| **Responsible to:** | A named Head of Finance |
| **Staff managed:** | Manages a team of specialist professionals |
| **Date of issue:** | May 2018 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The Finance Team is part of Strategic Resources within Central Services. The service is responsible for financial management advice, support and systems for the County Council and a number of external clients.  The role of Senior Accountant within the Finance Team is a generic management role. Post holders will have responsibility for one or more areas of specialism within the following Head of Finance portfolios:(see individual job content attached):   * Strategic Finance * Finance Business Partner Services – NYCC Group * Finance Business Partner Services – External Clients * Technical Finance * Schools and Early Years   Post holders will manage a team of specialist finance staff to deliver a range of financial support services. Post holders and their teams will support the area of responsibility identified to them but will also, working with other Senior Accountants and the relevant Head of Finance, provide financial support across the service to manage fluctuating demand.  The Finance Service has undergone significant transformation and now operates as a centralised service delivering through a business partnering model. Service managers are on a journey towards taking responsibility for the finances of their business using a range of self-serve tools and Finance team support targeted at higher risk and value added areas. |
| Job specifics – general information |
| * The core focus of this job is to manage a specialist team providing financial information, advice and support to a range of customers including budget managers, senior management, Members and partners/external clients. * Post holders will ensure that, as part of a larger integrated Finance team, their own support is in line with the agreed operating model and consistent across the finance service. * A key feature of this generic job role is the expectation that post holders will rotate according to business needs and individual development needs. * As a career graded role we recognise the crucial part the Senior Accountants play in supporting a range of clients both internal and external and the need for a deep understanding of financial management across a diverse client base that can only be gained by extended experience and role rotation. At the upper pay grade a Senior Accountant will be expected to not only be an expert in their immediate specialism but also have experience across the range of disciplines within the whole team – demonstrating a higher level of competence (covering knowledge, experience and behaviours) as set out in the Finance Competency Framework (see below). * Additionally at the upper pay grade it is expected that the Senior Accountant will work with a greater degree of independence taking ownership and leading work programmes and projects beyond their immediate area of specialism which benefit the Finance team and clients over a medium to long term time horizon. * The job specifics for each role are set out below. |
| Job specifics – Strategic Finance |
| Individuals will manage/lead one of the following 2 service areas:  Strategic Finance - Supporting Lead Business Partners/CFOs in developing the approach to long term strategic financial planning for a range of clients. Horizon scanning and providing corporate insight into funding and cost issues and supporting development of strategies to deal with risks and opportunities. Key tasks include:   * MTFS * Corporate budget co-ordination * Strategic programme/project co-ordination and support – including critical friend challenge of financial business cases * Value for Money reviews and benchmarking * Corporate financial intelligence (including policy/research)   Organisational Development – delivering a workforce with the skills and behaviours needed to meet the needs of our customers and our service. |
| Job specifics – Finance Business Partner Services – NYCC Group |
| Individuals will manage one of the following flexible teams and act as key contact for:   * CYPS * HAS * BES * CS/Commercial   Supporting Lead Business Partners/CFOs and facilitating service managers to deliver effective financial management of NYCC services applying a risk based approach. Key tasks include:   * Financial planning/budgeting * Financial management and reporting (management accounts) * Final Accounts (management accounts) * Project support – including investment appraisals * Value for money reviews and benchmarking * Service specific returns * FES (subject to review) * Bid co-ordination and preparation * Pricing framework |
| Job specifics – Finance Business Partner Services – External Clients |
| Supporting Lead Business Partners/CFOs and facilitating service managers to deliver effective financial management of services to a range of external clients applying a risk based approach. Key tasks include:   * Financial planning/budgeting * Financial management and reporting (management accounts) * Final Accounts (management accounts) * Project support – including investment appraisals * Value for money reviews and benchmarking * Service specific returns |
| Job specifics – Technical Finance |
| Providing a suite of technical finance services to support the full range of clients, acting as prime expert and providing effective systems, advice and guidance, applying a risk based approach. Individuals will manage one of the following teams/key tasks:  Capital and Treasury   * Treasury strategy/operations * Investment appraisals * Budget support * Final accounts   Pensions   * Pension accounting * Pensions financial/investment strategy (and operations pending investment pooling)   Corporate Finance and Systems   * Income and debt management * Corporate Statutory and Gov’t Reporting (including co-ordination of final accounts process) * Systems expert client role * Taxation management * BSS liaison, * insurance accounting * GL/Feeder systems reconciliation etc |
| Job specifics – Schools and Early Years |
| Supporting Lead Business Partner and facilitating service managers to deliver effective financial management of services to a range of external clients applying a risk based approach. Key tasks include:   * Financial planning/budgeting including overseeing the operation of the school and early years’ funding formula and the associated annual budget allocation process * Managing the Local Authority school financial governance process * Financial management and reporting (management accounts) * Final Accounts (management accounts) * Project support – including investment appraisals * Value for money reviews and benchmarking * Service specific returns * Managing the delivery of the early years traded business support service |
| Career progression |
| As a career graded post, progression to the higher grade will be subject to annual assessment against the Finance Team Competency Framework. Assessment will be undertaken by a panel of representatives from the Finance Leadership Team (Assistant Directors and Heads of Finance). |

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| **Structure** |

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| Job Description | |
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| Job purpose | The core focus of this job is to manage a specialist team providing financial information, advice and support to a range of customers including budget managers, senior management, Members and partners / external clients. |
| Operational management | * Manage a team of specialist finance staff * Take the lead in ensuring that sound financial arrangements relating to the specialist portfolio area are in place. * Act as knowledge expert on the area of specialism and provide such advice as required. * 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 (for example for commercial ventures, investments, spend to save initiatives etc) including using a range of estimating, forecasting and scenario testing techniques. * To deputise for Assistant Director or Head of Finance as required. |
| 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. |
| Partnership / corporate working | * Liaise with Business Support in order to ensure the integrity of reporting from and recording within financial systems. * Support the Lead Finance Business Partners in the provision of financial services, processes and information to clients both internal and external to the County Council. |
| Resource management | * Provide leadership, management and direction to a specialist team, ensuring staff are clear about what is expected of them, are kept informed about their performance and enabled to develop the necessary skills and knowledge through supervision, appraisal and development opportunities. * Carry out people management issues such as recruitment, absence management, health and safety, setting targets, providing feedback on performance and effectively addressing development and learning issues. * Co-ordinate resources across the Finance function in order to ensure successful delivery of the specialism and produce outputs as required. |
| Systems and information | * Contribute towards development of key financial and management information systems as part of a team approach with the Finance Systems lead services and Technology and Change. * 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 is financial or financially related considerations. * Ensure a sound budgetary control environment within areas assigned to the post. |
| Strategic management | * Carry out projects where there is a need for strategic financial input as assigned to the post. * Contribute to the development and performance management of the service through effective team and individual performance planning, monitoring and review. |
| Safeguarding | * As a manager be aware of the Council’s approach and responsibilities regarding safeguarding, raise awareness with your team and report any issues you may identify in accordance with our policy. |

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| Person Specification | |
| Finance roles 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.