

Senior Corporate Accountant Grade 13

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Finance Directorate provides a range of services to the county council with the aim of providing strategic financial advice, securing stewardship, supporting effective decision making and enabling effective financial management.

The Corporate Finance Service is responsible for ensuring that the organisation is safe and financially viable; and that resources are used appropriately.

Reporting Relationships

Responsible to: Corporate Finance Manager

Responsible for: Corporate Accountants

Key Accountabilities:

1. Support the Corporate Finance Manager by working closely with Strategic Business Partners to develop and inform the strategic budget setting process to inform the strategic plan and ensure resources for efficient achievement of priority outcomes.
2. Responsible for identifying and managing sources of finance, including government grants and other targeted funding, including risk assessment and interpretation of expenditure to inform decision making.
3. Responsible for ensuring that all statutory financial returns and reporting are completed according to schedule to ensure the reputation of the Authority.
4. Through modelling and scenario analysis, predict future corporate income, spending and financial risk to inform option appraisals and risk management.
5. Manage the budget monitoring timetable, liaising with Strategic Business Partners to co-ordinate plans and insights from across the organisation.
6. Manage one or more teams including other qualified professionals to co-ordinate the work load of teams, monitor performance and find solutions to problems.
7. Demonstrate a prudential approach to liabilities, maintaining adequate risk based reserves, provisions and contingencies.
8. In conjunction with the Strategic Business Partners, present overarching corporate reports to Commissioners/Budget Holders in line with timetable to inform budget monitoring and corrective action.

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9. Facilitate formal scrutiny by using helpful presentation of information and consistent definitions.
10. Contribute to a system that is risk proportionate and efficient: maximising automated checks and automatic audit trails.
11. Lead on the preparation of working papers for Audit and liaison with Auditors.
12. Deputise for the Corporate Finance Manager as required.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes.

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

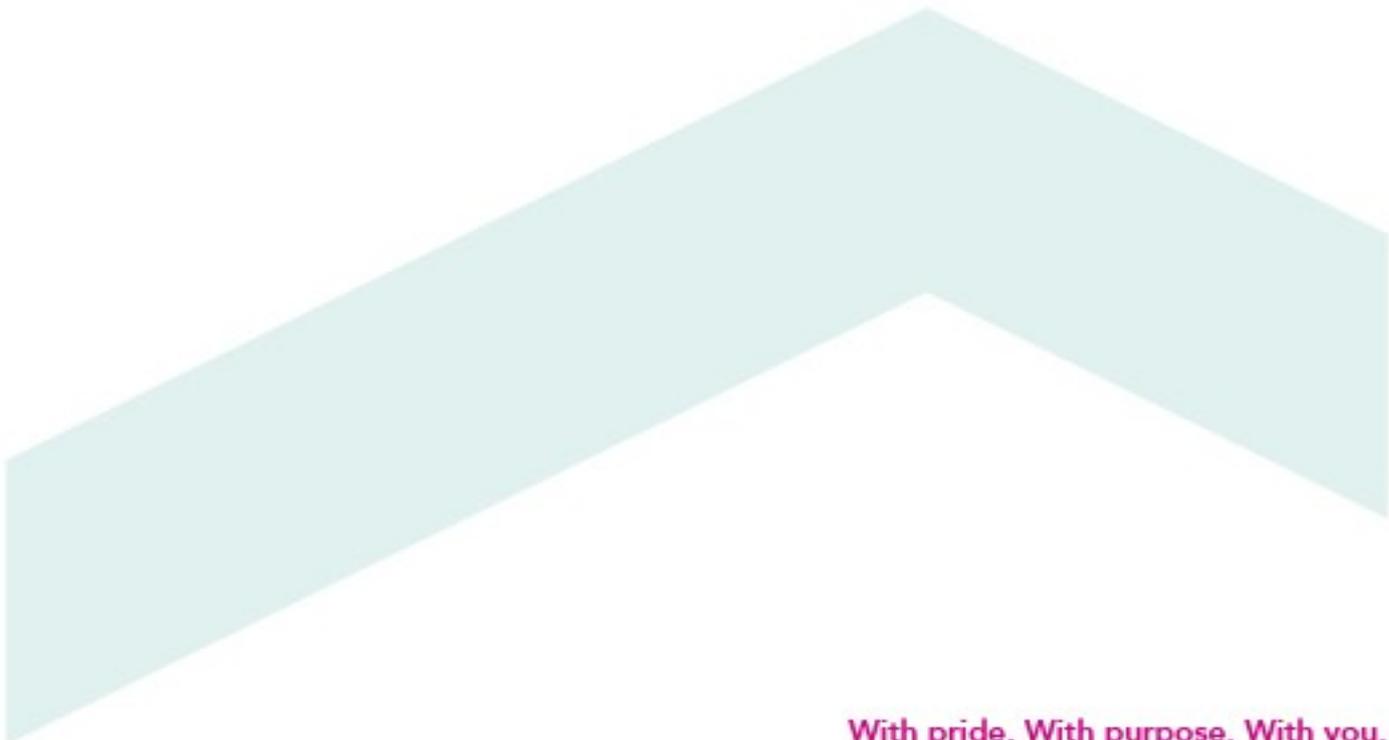
Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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The content of this Job Description and Person Specification will be reviewed on a regular basis.



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Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> • Membership of a CCAB body preferably CIPFA. 	A/I/T
	Knowledge and Experience <ul style="list-style-type: none"> • Minimum of 3 years post qualified experience, managing different, complex areas of financial services and balancing conflicting demands • Wide knowledge of business and sources of finance, including government grants and other targeted funding • Experience of formulating and implementing financial strategies in conjunction with strategic managers. • Experience of working with and advising Council members • Thorough understanding of public policy issues including local government and public sector finance issues. • A thorough understanding of Accounting Standards and modern budgeting and financial management tools and approaches. • IT literate with an understanding of the capabilities of modern accounting systems. • Knowledge and understanding of the statute, codes of practice and other rules in respect of Local Government Finance. • Understanding of the political context of finance in Local Government. • Understand source and application of funds, cash flow and working capital. • Thorough knowledge of local authority statutory returns and other reporting requirements 	A/I/T
	Skills <ul style="list-style-type: none"> • Ability to be analytical and to think laterally and creatively to solve complex problems and challenges. • Demonstrates a strategic understanding and approach in a large complex organisation, public or private. 	A/I/T

	<ul style="list-style-type: none"> • Ability to build strong influential relationships with senior individuals and work with a variety of stakeholders at all level. • Strong negotiation and influencing skills in order to achieve positive working relationships and meet objectives. • Political awareness and sensitivity coupled with a high degree of integrity and professional standards. • A high level of interpersonal skills to be clearly understandable to diverse audiences. • Ability to communicate complex technical information clearly and simply both orally and in writing. • A high level of self-management skills. • Ability to lead and motivate others, inspire change and improvement and delegate and manage resources and people. • Ability to plan, manage and deliver programmes of work on time and to specification, and to keep abreast of new and innovative approaches in accounting and financial management. • Ability to effectively challenge current working practices and methods and make improvements to new/existing systems. <p>This post is designated as a casual car user</p>	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300

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