Corporate Accountant

Grade 11

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: Senior Corporate Accountant

Key Accountabilities:

1. Support the Senior Corporate Accountant by working closely with Decision Making Support to develop and inform the strategic budget setting process to inform the strategic plan and ensure resources for efficient achievement of priority outcomes.
2. Through modelling and scenario analysis predict future income, spending and financial risk to inform option appraisals and risk analysis.
3. Identify, explain and report financial risks and mitigations, due to variations in demand or funding sources. Ensure that risk management actions are cost effective and proportionate.
4. Provide complete up to date financial data to enable active monitoring and control over spend and identification of future committed spend.
5. Develop and present reports to budget holders in line with the budget monitoring timetable.
6. Interpret the source and application of funds, cash flow and working capital.
7. Demonstrate a prudential approach to liabilities; maintain adequate risk based reserves, provisions and contingencies.
8. Facilitate formal scrutiny by using helpful presentations of information and consistent definitions.
9. Facilitate accountability to civil society through appropriate and accessible open information.
10. Contribute to a system that is risk proportionate and efficient: maximising automated checks and automatic audit trails.
11. Support preparation of working papers for audit.
12. Undertake other appropriate duties as directed.

**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.

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

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Membership of a CCAB body preferably CIPFA or relevant experience. | A |
| **employer_small** | **Knowledge and Experience**   * Excellent understanding of local government finance in general and of specific issues relating to Corporate Finance. * Experience of working with budget holders or service managers to set and monitor corporate or service budgets, providing advice on risks and mitigations. * Excellent understanding of the local Government financial environment. * Demonstrate sound knowledge of specific areas of responsibility. * Demonstrate proficient use of spreadsheets and word processing skills. * Sound knowledge of relevant financial systems, especially Integra. | A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Able to develop and present logical proposals for action which engage and persuade stakeholders. * Excellent numeracy and literacy skills. * Demonstrate proficient use of spreadsheets and word processing skills. * Ability to influence senior staff from other professions. * Ability to retrieve and manipulate financial information for the production of statistics and reports. * Excellent interpersonal and communication skills both face to face, in writing and in groups. * Able to work flexibly and creatively to meet changing priorities. * Ability to communicate with staff and managers at all levels. * Enthusiasm to help build and maintain an organization with the reputation for quality and excellence.   This post is designated as a casual car user | A/I  A  A/I  A/I  A/I  A/I  A/I |

**employer_small** 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