Job Title: Accounting Services Manager
Grade: 14

GRADE xx

Our Vision

We have a clear vision for Staffordshire - 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

Accounting Services provides a range of services to the county council with the aim of enabling insight and stewardship through provision of complete and reliable financial information.

Reporting Relationships

Responsible to: Chief Accountant

Responsible for: Exchequer function and Control function

Key Accountabilities:

1. To ensure the provision of high quality, reliable financial records and reporting in the Authority to inform strategic and operational decision making.

2. To be the senior finance owner of the council’s main finance and HR/payroll systems.

3. To be responsible for identifying and proposing to strategic managers and members the appropriate data system to meet corporate needs.

4. To ensure appropriate controls are developed and maintained for the main financial and feeder systems operated by the County Council to manage resources and counter fraud.

5. To be accountable for the council’s Control Function incorporating system control, payroll control and reporting teams.

6. To be accountable for the performance management of contracts in place for the provision of payroll services & systems and finance systems, including archiving solutions for financial transactions.

7. To be accountable for the council’s Exchequer Function (Accounts Payable and Accounts Receivable systems and processes) and line manage a team of officers.

8. To allocate staffing resources to achieve best efficiency to meet the changing needs of services, as the organisation transforms and over the financial cycle.

9. To ensure the implementation and capture of key performance indicators for the activities of the team(s) implementing measures required to improve performance.

10. To research, plan and manage the implementation of improved technology for the transactional accountancy, control and exchequer requirements of the organisation.

11. Support the establishment of best practice in financial reporting across the Council as a whole.

12. Assist in the development of financial policy/strategy. This may include influencing professional staff from other disciplines.

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*** Membership of a CCAB body preferably CIPFA
 | A/I/T |
| **employer_small** | **Knowledge and Experience*** Significant (minimum of 5 years) experience of managing an accountancy function.
* Thorough understanding of local government finance in general and of specific issues in management of financial systems.
* Extensive knowledge of different financial systems and the parameters to assess these
* Knowledge of exchequer functions in a major organisation, preferably a local authority
* Excellent knowledge of appropriate control environment
* Thorough understanding of the Local Authority financial environment and regulatory framework.
* Knowledge of potential areas of fraud in accountancy systems, grading risks and creating systems to minimise them.
* Experience of monitoring staff performance and offering development opportunities.
* Experience of supporting the creation and maintenance of a service with a reputation for quality and excellence.
* Experience of managing relevant financial systems, and any associated contract arrangements
* Experience of managing the production of financial records and reports from an accountancy system
 | A/I/T |
| **employer_small** | **Skills*** Able to supervise staff, develop work plans, prioritise work and monitor outcomes.
* Able to demonstrate influence and confidence amongst senior staff from other services.
* Able to drive forward quality and analytical expertise in financial reporting.
* Able to lead innovation and change to achieve strategic outcomes.
* Able to ensure quality and timeliness of outputs.
* Excellent interpersonal and communication skills.
* Ability to communicate with staff at all levels.
* Able to operate with commercial acumen with regard to contractual arrangements for the provision of payroll services & systems and finance systems
* Personal commitment to the development of high standards of service.
 | A/I/T |

This post is designated as a casual/essential car user

**** 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 **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**