

## **JOB DESCRIPTION**

**Job Title:** Group Accountant  
**Office:** finance & Resources  
**Service:** Finance Team  
**Reports to:** Strategic Finance Business Partner  
**Grade:** P3

### **Job Purpose**

The post is located in the Finance Team which is the business partner to Cambridgeshire County Council directorates and is responsible for:-

- Accountancy and financial reporting and stewardship of taxpayers funds
- Strategic financial management
- Advice and support to budget holders
- Driving of the efficiency and best value agenda

This post is a managerial post within the finance support function. The postholder will work with colleagues to provide high quality financial support to Directors, Heads of Service, Managers and ultimately Members (Councillors). The postholder will provide a customer focused service ensuring a balance between constructive challenge, support and expert advice, and to do this will have to have excellent communication and leadership skills.

This role entails specialist and technical knowledge and accountancy skills in order to carry out the assigned duties within Corporate Finance, however there may be opportunities in future to rotate into roles of the same grade elsewhere in the Finance directorate in future.

### **Principal Accountabilities**

#### **1. Financial Reporting (30%)**

- Organise, assess and analyse information required for annual statutory financial reporting
- Co-ordinate the preparation of the Council's statement of accounts, ensuring compliance with current accounting guidance, fully documenting processes
- Oversee the production of associated reports and returns to central government departments and regulators such as MHCLG, HM Treasury, HMRC and PSAA
- Liaise with the auditors throughout the year; advance and arrange the provision of documentation to audit, ensuring information meets appropriate standards before release

- Enable preparation and presentation of treasury management and taxation reporting and monitoring reports
- Promote accounting concepts across the Council such as accurate classification of revenue and capital expenditure, accruals accounting and materiality as part of an overall system of robust financial governance and budgetary control

## **2. Strategic Financial & Treasury Management (30%)**

- Identify long term financial trends and developments and build into treasury and capital strategies and wider business planning process.
- Support strategic developments to improve efficiency and value for money.
- Develop systems and processes to streamline finance and improve the quality and consistency of reporting.
- Develop and utilise accounting and management information systems within the corporate framework to improve efficiency.
- Monitor compliance with financial regulations, procedures and processes.
- Ensure the Council has in place arrangements for monitoring and forecasting cashflows; banking, borrowing and investment of funds to meet operational expenditure needs
- Oversee the update of financial/treasury policies and guidelines.

## **3. Management (25%)**

- Develop the service provided by the team to improve the finance support to budget holders and other stakeholders
- Directly manage assigned staff to provide operational and strategic finance services, and provide a specialist lead on specific areas of finance to the wider team.
- Manage assigned projects or areas of responsibility involving people from across the County Council.
- Line-manage assigned staff, providing regular supervision, appraisal, and personal development planning

- Contribute to the development of the finance function through analysis of training and development needed to support service objectives
- Support the development and improvement in service and performance both proactively and in response to needs.

#### **4. Assigned Projects (15%)**

- Contribute effectively to service developments within the Finance Team, the wider finance community and the County Council as a whole.
- Liaising with the Council's bankers and specialist advisors
- Develop good working relationships across the service.

Undertake any other duties that may arise, from time to time, to assist the chief finance officer (section 151 officer) in the delivery of financial services across the Council.

Reviewed: August 2023

## **PERSON SPECIFICATION**

### **Education, Qualifications and Training**

- IFAC qualified, or AAT qualified / IFAC part-qualified plus significant senior-level experience of accounting work including support to service / budget managers
- Demonstrable commitment to personal and professional development
- Education to first degree level or equivalent desirable

### **Knowledge and Experience**

- Significant experience of working in a multi-disciplinary professional environment
- An understanding of how to manage a team
- Experience of working in the public sector desirable
- Experience of local authority financial practices desirable
- Experience of project assignments

### **Financial Skills**

- Significant experience of financial practices and work, including preparation of budgets, and final accounts
- Ability to analyse complex financial and business issues and offer sound, reliable and professional advice
- Ability to provide high level strategic financial advice to directors of a large and complex organisation.
- Experience in explaining and presenting complex inter-related financial issues in a way that the co-dependencies are fully understood.

### **IT Skills**

- Fully competent in desktop applications (spreadsheet and word processing).
- Experience of using sophisticated general ledger package
- Innovative approach to exploitation of IT to improve the quality and range of services offered to customers
- Creative approach to using IT to improve efficiency.

### **Communication**

- Ability to clearly present complex and inter-related financial issues and scenarios to directors, heads of service and budget holders.
- Analyse data into meaningful information to influence and assist in decision making.
- Provide constructive challenge alongside support and advice.
- Ability to present complex and sometimes difficult messages in appropriate language, style and detail.
- Demonstrate a corporate overview and context to financial issues.

### **Leadership**

- Planning and Organisation: Initiative and ability to plan and organise time and resources to ensure that deadlines and agreed targets are met
- Innovation: Ability to create innovative and practical solutions to improve service performance

- Professional Integrity: Ability to deliver impartial and independent professional advice
- Relations with others: Ability to work constructively with senior managers, service managers, colleagues, and service users in formal and informal contexts
- Flexibility: Ability to maintain high levels of performance under changing conditions, tasks, responsibilities or people
- Motivation: Ability to give clear direction and motivation to a team to achieve its objectives

**Special Requirements - none**