

Epsom & Ewell Borough Council

Role Profile Template

Role Title:	Senior Accountant – Systems and Strategy & Resources Committee
Job Family:	Middle Manager / Senior Professional
Service:	Financial Services
Location:	Town Hall
Reporting To:	Business Manager – Chief Accountant

Role Purpose: <i>Why the role exists and its contribution</i>	<p>To manage the Council's Financial Management Information Systems (FMIS) and their continuing development, together with ensuring financial control processes are effective.</p> <p>To manage the activities around defined areas of the Council budgets (currently S&R committee, LPPC and Facilities Maintenance contract).</p> <p>As a member of the Council's management, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture.</p> <p>To provide effective technical and professional guidance that enables the service to maintain the high standards and meet statutory requirements.</p>
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Main Duties and accountabilities

Service Specific	<ul style="list-style-type: none"> • Provision of a financial management support service to one or more of the Council's Committees, members, appropriate managers, groups and budget holders. This may require attendance at evening meetings approximately five times a year. • Ensure the integrity of financial information by proactively monitoring budgets and initiating appropriate action. Ensuring compliance with Statements of Recommended Practice, financial regulations and financial control procedures and internal rules. • Evaluate and suggest suitable responses to legislative changes • Lead accountant for managing, developing, monitoring and tailoring FMI system capabilities to meet business needs and maintain system security and act on any violations. • Maintain the FMIS to reflect accurate budget information including reconciliations e.g debtors, creditors and bank, close
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	<p>downs and roll forwards to the new year.</p> <ul style="list-style-type: none"> • Prepare and provide accurate budget and revenue estimates, monitoring, and closing reports, with supporting working papers and associated publications. • Manage process for accruals, providing end of year statements within set timescales and ensure that central budget processes are successfully completed and communicated • Take the lead role in financial management training programme. • Liaise with the auditors for the regulatory audit as and when required.
Generic Duties	<p>Management</p> <ul style="list-style-type: none"> • To communicate ownership of the corporate plan, vision, behaviours, corporate identity and key messages and promote effective corporate working across the organisation. • To champion and encourage corporate working as part of a one team Council approach • To manage the implementation of key corporate and service projects, achieving agreed outcomes including delivery on time and within budget. • To provide high quality and timely advice to all Members of the Council and relevant staff. • To attend and contribute as required to meetings of the Council, including Committee meetings, working groups, and outside bodies. • To promote and champion the positive interests of the Council and the borough. • To inform senior management and when on leave, appropriate Chairmen of service issues and developments. • To develop and maintain excellent internal and external working relationships to secure positive outcomes for the Council and the borough. <p>Professional</p> <ul style="list-style-type: none"> • Retain a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements. • Use technical and professional knowledge to help ensure

council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments.

Staff Management

- To develop a highly engaged and high performing staff team ensuring that all staff are encouraged to realise their potential through their on-going learning and development
- To ensure effective implementation and clear communication of the importance of compliance, training and development of health and safety regulations
- To create a positive working environment where staff are treated with dignity and respect and where equality of opportunities is promoted.
- To promote a culture of excellent customer service where the needs of customers are understood and responded to.
- To ensure that effective recruitment, induction and probation arrangements are in place to maximise the positive contribution of new appointments to the work of the Council.
- To ensure that all staff have the opportunity of regular team meetings and My Performance Conversations.
- To undertake the timely management of performance issues

Financial and Performance Management

- To establish and maintain effective arrangements for performance management, including service delivery plans, budget and performance monitoring and reporting, contract monitoring and My Performance Conversations.
- To exercise robust financial control over service, income and staffing budgets, ensuring that budget targets are met.
- To ensure that value for money is achieved, including looking at opportunities to increase income, reduce costs or explore alternative ways of delivering services.
- To ensure that there are effective systems in place to enable the efficient and resilient operation of the service. (Continuity planning)
- Risk Management, Health and Safety and Civil Emergencies
- To provide and implement a healthy and safe working environment, providing risk assessments, safe working method statements, training in all community & wellbeing service provision areas. To implement and promote relevant

	<p>corporate policies.</p> <ul style="list-style-type: none"> • To assess the risks associated with the service and ensure that robust measures are in place to manage these risks effectively, including the risk of fraud. • To develop continuity service plans for each of your services • To have a key role in business continuity planning and participate in the Council's Civil Emergencies response, including out of hours' arrangements. To maintain the borough's people at risk register ensuring it is always available to the council within emergency response responsibilities <p>Continuous Professional Development</p> <ul style="list-style-type: none"> • To keep abreast of economic, legislative, political, social and technical developments impacting on the service and on local government, keeping up-to-date with the latest thinking /direction within the service areas. • To maintain professional development and attend corporate training as required.
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The key decision making areas in the role	
	<ul style="list-style-type: none"> • Decisions on processes for preparing estimates, budget monitoring and the close of accounts • Spending authority • Investment decisions regarding treasury management
Customers and contacts	
	Knowledge of other service areas within the Council/Authority

Dimensions of the role	
Financial	Non-financial
<ul style="list-style-type: none"> • Authorised signatory on the Council's bank account • £5m for investing monies on behalf of EEB&C • Manage the systems which control the Council's approximate £8m annual net revenue budget and circa £1-2m annual core capital budget 	<ul style="list-style-type: none"> • 1 Direct Reportee • Manage circa 120 system users

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Qualified/Finalist CIPFA/CCAB	E	X	X
Knowledge and Experience			
Minimum 5 years' experience in an accounting environment	E	X	X
Experience in production of year-end financial statements compliant with IFRS.	E	X	X
Experience of budget setting and budget monitoring	E	X	X
Proficient in the use of accounting software and financial systems	E	X	X
Skills			
Excellent team player	E	X	X
Able to lead and co-ordinate tasks	E	X	X
Good organisational skills	E	X	X
IT literate – Microsoft Office and databases	E	X	X
Effective communication – both written and oral	E	X	X
Ability to work under pressure and to tight deadlines	E	X	X
Ability to work with minimum supervision	E	X	X
Customer focused	E	X	X
Good inter-personal skills	E	X	X
Additional Requirements			
Flexibility to work variable hours including attendance of evenings meetings	E	X	X
Must be legally entitled to work in the UK.	E	X	X