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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Chief Accountant
<b>DBS check</b>	Standard DBS
<b>Post number</b>	PRN000270
<b>Your team</b>	Finance
<b>You would be based</b>	Civic Centre, High Street, Esher
<b>Your line manager</b>	Head of Finance



**Elmbridge**  
Borough Council

*... bridging the communities ...*

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## About the role

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To assist in the development, promotion and management of all aspects of the work of the Finance Team recognising its profile with stakeholders and the major role that it can make to achieving the Council's vision and key priorities.

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## The main purpose of the role:

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You will be responsible for the day-to-day management of the accounting function of the Council and the production of the statement of accounts.

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## Specific duties and responsibilities

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As a team manager, recruit, develop and manage the Accountancy team to ensure the provision of a high quality, effective professional accountancy service, keeping abreast of any developments affecting local government generally and professional accounting policies.

To ensure the management accounting function is supported with accurate and timely financial reports and accounting support and ensure that action is taken where spending or income is not in line with the Council's Financial Strategy and/or budgets.

Manage the closure of final accounts, preparation of all supporting statements and working papers and associated liaison with the Council's external auditors and other related parties.

Co-ordinate and prepare the first draft of the statement of accounts of the Council in an efficient and effective manner, approved by the Head of Finance and Strategic Director & Deputy Chief Executive complying with statutory requirements.

Provide leadership that helps the Team to deliver its objectives in line with the Service Delivery Plan, the Council's Corporate Plan and its vision and key priorities.

Take responsibility for the performance of your direct reports ensuring that resources are utilised efficiently and effectively taking actions as necessary to achieve agreed targets.

Review national, regional and legislative changes relating to the Finance function. Take appropriate steps to keep Elmbridge at the forefront of providing innovative services, developing new strategies, policies and procedures as necessary.

Establish and maintain effective working relationships with Councillors and with all relevant internal and external key partners.

Provision of financial advice, information and support to services in formulating their business plans and revenue and capital spending plans.

Assist the Strategic Director & Deputy Chief Executive and Head of Finance in ensuring VFM and procedures within the Council to maximise effectiveness of service delivery. Regularly gather information on service improvements/efficiency savings and evaluate the benefits by the use of such techniques as benchmarking and consultation exercises in order to be able to ensure VFM, efficient and effective service delivery.

Help ensure that the Council complies with its statutory requirements in relation to the post holder's responsibilities .

Responsible for completion of the relevant statutory financial returns to the agreed deadlines.

Help ensure that accurate, sound and timely professional advice is provided to Members and the Council Management Board, Officers and other organisations.

Help ensure that the Team secures and maintains a customer-focussed culture and periodically re-evaluates service delivery to meet future customer needs.

In respect of claims for external funding, to consult with the relevant Heads of Service, to ensure that expenditure incurred is appropriate and that the correct funding is claimed and applied, and that any independent auditing conditions are met.

To regularly prepare monthly revenue and capital reports for inclusion within the Corporate Monitoring arrangements for presentation to Corporate Management Board, Overview and Scrutiny Committees and Cabinet.

To supervise the reconciliation of control accounts as appropriate.

Deputise for the Head of Finance in their absence.

Assist with the development of the authority's medium term financial strategy, and the preparation of the original and revised forecast and their presentation to Cabinet/Committees as required.

Provide financial information and proactive advice to the Cabinet and Committees of the authority, to the Chief Executive, Strategic Directors and other Senior Officers.

Interpret financial legislation and assess the financial implications for the authority.

Develop and maintain good employee relations within the Team through the application of the Council's personnel policies and practices, and through effective communication.

To be responsible for the authorisation of weekly payment runs, monthly payroll runs, daily submission signing of BACS submission files and authorisation of adhoc payments via the online banking system as required.

To undertake systems administration in relation to the Council's online banking and purchasing card systems

Except in exceptional circumstances (to be approved by the Head of Finance) the postholder will not be able to take annual leave or flexitime during the period of closing the Council's accounts. Any time accrued over and above the normal working requirements can be taken as TOIL over the remainder of the year.

### **Budgetary Responsibilities**

The Revenue and Capital Budgets for the Council.

### **Corporate Responsibilities**

Assist the Council Management Board in setting and delivering the Council's vision, key developments, Corporate Plan and its strategic direction.

Demonstrate commitment to corporate working including participating in and where appropriate lead on corporate projects and cross cutting issues (e.g. Improvement Projects and Scrutiny reviews etc).

Keep fully informed of key organisational issues and the wider local government agenda so as to be able to respond innovatively and effectively to corporate challenges and opportunities.

Assist and where appropriate take a lead role as a member of the Officer groups.

**The post holder will be expected to participate in the Council's Emergency Plan and Business Continuity Plan**

## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

**Chief Accountant**

**Post No: PRN000270**

**Team: Finance**

**Hours: 36 per week**

**Salary: £62,529-£69,452 per year, (including 1 April 2023 pay increase, plus £5,000 market supplement + benefits)**

**Car Allowance: Business mileage will be paid at approved rates**

Key requirements	Desirable/ essential	To be tested by: Application <sup>1</sup> (A) Test (T) Interview (I)
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Qualifications and Education			
	Degree Level.	D	(A)(I)
	Full Member of a CCAB Body (preferably CIPFA)	E	(A)

Experience			
	Significant knowledge/experience of accounting and budgeting processes and frameworks.	E	(A) (T) (I)
	Significant experience of working in a financial environment.	E	(A) (I)
	Significant knowledge of external funding regimes and partnership working.	D	(A) (I)
	Experience of contributing to a major project or task.	E	(A) (I)
	Significant knowledge & experience of organisational policies e.g. Financial Procedures.	E	(A) (T) (I)
	Significant knowledge and experience of application of CIPFA Codes of Practice.	E	(A) (T) (I)
	Knowledge of Local Authority Treasury Management and VAT.	E	(A) (I)

Knowledge, skills and abilities			
	Experience in the use and development of computerised financial systems, Excel and Word software packages.	E	(A) (T) (I)
	Ability to analyse complex information from a variety of sources in order to develop financial strategies.	E	(A) (T) (I)
	Ability to negotiate with non-financial officers to ensure compliance with policies, practices and timetables.	E	(A) (T) (I)
	Proven oral and written communication skills.	E	(A) (I)
	Able to manage workload to ensure compliance with deadlines.	E	(A) (I)

Special requirements			
	Able to demonstrate effective management skills.	E	(A) (I)
	Able to work effectively within a team.	E	(A) (I)
	Able to show evidence of self-motivation.	E	(A) (I)
	Able to demonstrate ability to work on own initiative.	E	(A) (T) (I)