

## Job Description

<b>Job Title</b>	Senior Accountancy Officer
<b>Directorate</b>	Finance & Resources
<b>Service Area</b>	Finance
<b>Grade</b>	6
<b>Competency Level</b>	1
<b>Salary</b>	£33,024 - £37,336
<b>Job Type</b>	Office Based/Hybrid/Homeworker
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	

## Job Purpose

- To contribute to the achievement of corporate objectives and those of the Portfolio
- To ensure the provision of appropriate financial advice to Directors and Service Managers
- To contribute to the overall improvement in the management and performance of the financial administration of the City Council, with particular regard to the financial and operational management of services

### **Directly Responsible For:**

N/A

### **Directly Responsible To:**

Finance Manager

### **Main Areas of Responsibility:**

- Work closely with business unit and service managers to ensure the operational efficiency and effectiveness of the service and effective implementation of procedures and instructions under the supervision of the Finance Manager
- Assist in the annual preparation of the revenue and capital budgets for a specified range of services and projects to ensure that the corporate financial system is updated and maintained to reflect approved decisions
- Assist in the annual closure of accounts process ensuring compliance with all current statutory and professional accounting codes and financial reporting requirements
- Assist in the provision of regular cyclical and ad-hoc budgetary control information and advice to budget holders at all levels, ensuring the needs and requirements of budget holders are met under the supervision of the Finance Manager
- Maintain financial information systems including input and monitoring of budget virements, accountancy journals etc, clearance of suspense accounts, monitoring of holding accounts and establishment of new accounting codes and structures
- Undertake financial management training for the finance support staff and other non-finance managers as appropriate

- Assist with the completion of financial returns and grant claims with supporting working papers promptly, accurately, and completely within deadlines set by funding bodies and for audit
- Assist in the preparation of financial appraisals and performance projections including financial implications of service proposals under the supervision of the Finance Manager
- Have an awareness of the implementation of the City Council's personnel policies and procedures for the Finance Team
- Undertake any other duties that are commensurate with the grade of the post
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## **Supervision and Management Responsibility:**

N/A

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Explores different options for funding and income generation

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- N/A

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Part Qualified Accountant CCAB (preferably CIPFA); or AAT qualified (or equivalent or suitable qualifying experience).

### Desirable

- Evidence of continuing professional development.

## Experience

### Essential

- Knowledge of financial software packages, enquiry packages and corporate accounting systems (A/I)
- Experience of working accurately with procedures and deadlines in a financial environment and providing advice on those procedures (A/I)
- Experience of and the ability to prepare budgets and final accounts within a framework of recognised accounting standards (A/I)
- Experience of providing financial information and advice to budget holders/non finance managers (A/I)

## Desirable

- Experience of providing budgetary control and unit cost information
- Experience of audited grant claim procedures
- Experience of staff management and supervision in a financial environment
- Experience of Local Government finance and ability to adapt to future developments

## Skills/Abilities

### Essential

- Excellent communication skills, both orally and in writing, particularly the ability to communicate complex financial issues to managers with a non-finance background (A/I)
- Ability to contribute to a team working environment (A/I)
- Ability to analyse and evaluate data (A/I)

### Desirable

- Ability to work in a multi-disciplinary team environment representing the finance function and with minimum levels of supervision

- Ability to manage own and others workload
- High level of computer literacy
- Ability to work accurately to deadlines
- Ability to react quickly and decisively to changing work priorities.

## Commitment

### Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- Understanding of customer care issues affecting the provision of services to both internal and external customers (A/I)

### Desirable

- Commitment to and awareness of the issues involved in securing safe working environments
- Occasional working outside normal hours and attendance at evening meetings