



JOB DESCRIPTION

Post Title	Accountant
Salary Grade	Grade L
Hours	37
Location	John Dryden House / County Hall, Northampton
Reports To	Group Accountant
Service Area	Finance
Purpose Of Post	To develop the provision of accountancy, monitoring and financial advice in order to discharge statutory responsibilities on behalf of the S151 Officer and support budget managers across all service groupings.

CORPORATE RESPONSIBILITIES

Customers & Partners

Responsible for:-

- Engaging with and building positive relations with customers to ensure that their requirements are at the heart of the design and delivery of services in accordance with the Council's customer strategy.
- Delivery of the one County Council brand, enhancing the overall reputation of the service.
- Ensuring that the service delivers long-term positive outcomes locally for people and communities. Build and promote successful partnership working across all sectors and with service users to deliver more cost effective and valued services. Commission effective and efficient services which meet the goals and objectives of the service.
- Ensuring that the needs of service users are met by demonstrating behaviour which fosters equality of opportunity in service provision and employment.

Managing Services

Responsible for:-

- Ensuring that the service performs its duties and functions in fulfilment of its statutory obligations. In pursuit of this responsibility, managers need to ensure that they, and their relevant staff, keep abreast of the Council's changing legal obligations and mandates. Responsible for ensuring relevant compliance with the financial regulations and standing orders of the Council.
- The management of those services and functions that are set within the direction of this post. Demonstrate cross-organisational team working, and across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner.
- Ensuring that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Council's leadership. As well as to other stakeholders.
- Sustaining and improving the overall reputation of the Council and acting in the best interests of Northamptonshire through effective representations locally, regionally and/or nationally.

Managing People

Responsible for:-

- Demonstrating the Council's managerial leadership competencies – providing purposive and positive leadership, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace. Managing people in an inclusive way to deliver strategic and operational objectives.
- Ensuring that effective arrangements are in place to secure the overall well-being and the health & safety of all employees and people delivering services for the Council.

Performance, Finance and Risk

Responsible for:-

- Managing a performance culture that delivers results through rigorous challenge, disciplined execution and continual improvement. Managing the improvement of corporate and service performance by ensuring that resources are targeted on business priorities and meeting customer needs
- Improving the overall management of resources (financial, human and other) in serving the public of Northamptonshire. Discovering new ways to reduce the cost of services to taxpayers and their overall productivity and value for money to service users through a range of approaches, including: the strategic re-design of services and their costs; the use of business and operational process improvements; the smarter use of supply (through out-sourcing, co-sourcing and in-sourcing where appropriate); the better use of demand management; and improved asset management.
- Ensuring that effective risk management arrangements are in place to minimise the Council's exposure to risk and uncertainty. Responsible for resilient business continuity arrangements and robust response and recovery arrangements in the event of emergencies and critical incidents locally – in accordance with the requirements of the Council's Emergency and Business Continuity Plans.

PRINCIPAL RESPONSIBILITIES

- 1 Manage, motivate and develop the staff within the team providing support to ensure that priorities are identified, objectives achieved and to enhance its overall level of performance and morale.
- 2 Contribute towards the effective and ongoing implementation. of the Council's Performance Assessment and Development Programme (PADP) within the finance team
- 3 Provide support to Services, partners and, if appropriate, Councillors to improve their performance through the provision of financial advice relating to planning, control, process and management issues.
- 4 Manage and provide financial support on short, medium and long term resource allocation to deliver the best use of resources, including Value for Money.
- 5 Provide financial advice to support projects assessing business options; including interpreting/analysing complex financial and non financial information, and communicating findings/recommendations to colleagues at all levels in order to support and make decisions.
- 6 Maintain and develop financial systems and processes.
- 7 In liaison with the finance colleagues, support the development of improved financial awareness of non finance managers and staff.
- 8 Participate in, and contribute to, Finance projects.
- 9 To ensure that reasonable care is taken at all times for the health, safety and welfare of you and other persons, and to comply with the policies and procedures relating to health and safety within the service.
- 10 Be aware of and demonstrate awareness and understanding of equal opportunities.
- 11 To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



PERSON SPECIFICATION

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Grade	Grade L
Service Area:	Finance

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	Qualified CCAB Accountant	Appropriate Management Qualification
Experience and Knowledge	<p>Proven experience in the areas of Financial Planning, Control and Reporting.</p> <p>Experience in the development of Financial Processes</p> <p>Proven experience of communicating effectively with professional and technical finance staff and operational managers</p> <p>Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces</p>	<p>Experience of working at a professional level within a local government organisation</p> <p>Demonstrate direct experience of working in partnership with private, public and voluntary organisations</p> <p>Departmental Finance Experience</p>

<p>Ability and Skills</p>	<p>Able to inspire and motivate a range of employees and generate a positive working environment</p> <p>Ability to analyse and address complex issues including the need to deliver different support to different service elements</p> <p>Ability to apply innovative and creative thinking to complex service challenges</p> <p>Committed to corporate and collegiate working across the services of the County Council</p> <p>Enthusiastic, not easily deterred and able to convey enthusiasm to others</p> <p>Demonstrate the ability to communicate, both written and oral, complex financial issues to members, non financial managers, senior officers and external organisations</p> <p>Well developed IT skills with proven experience in: Financial packages Word Excel PowerPoint</p>	<p>Experience of cross functional working parties/groups</p>
<p>Equal Opportunities</p>	<p>Commitment to and experience of, promoting equality of opportunity in service delivery, employment or in the community, with an understanding of the issues underpinning these values</p>	

Health & Safety	Understanding of and commitment to effectively implementing and promoting Health and Safety within team	
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Date: Nov 08