

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Principal Accountant	<b>Grade:</b>	GG512	<b>Job Code:</b>	LCC365
<b>Service/Team:</b>	Resources/Accountancy	<b>Role Type:</b> *Delete as appropriate	HYBRID	<b>Reports to:</b> *Title & LCC Code	Accountancy Services Manager LCC061
<b>Line Manages:</b> *Title/s & LCC Code	Accountant, Assistant Accountant, Accountancy Assistant, Trainee Accountant				

### Job Overview

- To provide a full range of complex, technical and professional accountancy and financial management services to the Council, and to contribute to its efficient corporate financial management, decision-making and planning arrangements.

### Direct Responsibilities

Financial Services provide a comprehensive business partnering service in support of Members, Section Heads and Officers. The team of Principal Accountants are expected to deliver the following :-

- Preparation of five-year revenue budgets, ten-year capital programmes and supporting information, for the General Fund, Housing Revenue Account and Collection Fund.
- Closure of accounts, preparation of the annual Statement of Accounts and working papers together with liaison with the Council's auditors and other related parties.
- Production and reporting of corporate financial monitoring information in accordance the Council's framework.
- Preparation of annual Collection Fund Accounts in accordance with technical accounting standards.
- Provision of financial advice, information and support to services in formulating their business plans, performance measures, and revenue and capital spending plans.
- Provision of any other specific financial support such as business cases, appraisals and reviews, development work, grant claims and returns, specific revenue or capital projects, etc. as required and agreed with client services. Many of these will be complex in nature and require a detailed level of understanding and, where applicable, confidentiality.
- Provision of comprehensive advice, support and training to client services on all other aspects of accountancy, financial management and control, and the economic, efficient and effective use of resources.
- Promotion and compliance with all relevant legal, professional and internal regulations, standards, timetables and other requirements as appropriate, ensuring knowledge is kept up to date and shared with services.
- Maintenance, review and development of the Council's financial systems to support the above, including contributing to the corporate development and promotion of financial and other IT systems.
- To assist the Chief Officer (Resources) in supporting and developing the Council's financial planning and control framework, with particular emphasis on corporate finance matters including:
  - Provision of support as required (including advice, research, analysis and development work) on the Council's corporate financial framework.
  - Production of the Annual Treasury Management and Capital Strategies.
  - Provide support and advice in respect of VAT, monitor compliance with VAT regulations, submit VAT returns and act as liaison point with HMRC.
  - Completion and submission of financial performance monitoring information to Central Government.

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### **Primary Measurable Objectives**

- To ensure that a comprehensive range of efficient and effective technical accountancy and financial management services are provided to the Council, which meet the needs of the services in delivering their business plans where appropriate, all professional and legal requirements and the Council's own requirements to demonstrate effective corporate governance arrangements.

### **Staff Management Responsibilities**

- Provision of training and related support to Officers and other parties as appropriate.
- Supervision and management of the team to ensure that the above duties are undertaken efficiently and effectively. Communication of performance to the Chief Officer (Resources) and Accountants/Assistant Accountants.
- Contribution to the development of individual staff members and the service as a whole, through the Council's performance / staff management and planning arrangements.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
<b>Specialised Qualifications &amp; Training</b>	CCAB qualified accountant/member, with evidence of continuous professional development.	CIPFA qualification and current membership.	App Form, Interview, Certificate
<b>Experience</b>	Experience of working within a local government finance environment.	Experience of managing, motivating and leading a team.	App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	<p>Detailed knowledge and understanding of Local Government finance, accountancy and financial systems.</p> <p>Detailed knowledge of financial reporting and contributing to the annual Statement of Accounts.</p> <p>Knowledge of current developments in Local Government.</p> <p>Ability to use sound judgement and initiative in applying financial concepts and standards and in using financial management context.</p> <p>Ability to work with a high degree of initiative and independence.</p> <p>Ability to meet and manage deadlines, working in a sometimes-pressurised environment.</p>	<p>Detailed knowledge and understanding of the Prudential Code for Capital Financing.</p> <p>Detailed knowledge of VAT legislation.</p> <p>Knowledge of options appraisal/business case analysis.</p> <p>Knowledge of the Council's committee system and ability to provide advice to members and/or Chief Officers and attend committee meetings.</p>	App Form, Interview
<b>Personal Attributes</b> Including Interpersonal & Communication Skills	Good interpersonal skills, in particular the ability to build effective working relationships with staff at all levels and from all services – to have customer focus.		App Form, Interview

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	Excellent verbal and written communication skills.		
<b>Special Requirements/Other</b>			App Form, Interview

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### Additional information

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.