

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Accountant	<b>Grade:</b>	GG510	<b>Job Code:</b>	LCC697
<b>Service/Team:</b>	Resources/Accountancy	<b>Role Type:</b> <b>*Delete as appropriate</b>	HYBRID	<b>Reports to:</b> <b>*Title &amp; LCC Code</b>	Principal Accountant
<b>Line Manages:</b> <b>*Title/s &amp; LCC Code</b>	none				

<b>Job Overview</b>
<ul style="list-style-type: none"> <li>To provide a full range of accountancy and financial management services to contribute to the Council's corporate financial management and planning arrangements.</li> </ul>
<b>Direct Responsibilities</b>
<p><b>Client service support – key roles and responsibilities</b></p> <ul style="list-style-type: none"> <li>To ensure that a comprehensive range of efficient and effective accountancy and financial management services are provided to the following services and projects, which support and meet: <ul style="list-style-type: none"> <li>the needs of the services in delivering their business plans, or</li> <li>the needs of project managers in delivering other specific agreed outcomes, and</li> <li>the Council's requirements to demonstrate effective corporate governance arrangements.</li> </ul> </li> </ul> <p>This post is subject to rotation within the service. The post holder will be expected to have an understanding of all key roles covered by the job family as shown below and be able to provide sufficient cover as appropriate :</p> <ul style="list-style-type: none"> <li>To assist in the budgetary and annual closure of account processes for the Council's revenue and capital programmes, including completion of all closedown requirements as directed by the Principal Accountant and Accountancy Services Manager.</li> <li>To liaise with budget holders to produce quarterly monitoring reports and agree directly with Chief Officers prior to Member distribution.</li> <li>To provide accounting support to cross-service teams delivering various council lead projects.</li> <li>To contribute to business planning arrangements across the council.</li> <li>Completion of the quarterly and annual government returns.</li> <li>To monitor the Collection Fund on a monthly basis.</li> <li>To manage the day to day Treasury Management activities, ensuring compliance with the Treasury Management strategy.</li> <li>To produce monthly Treasury Management progress reports for management and quarterly reports for Members.</li> <li>To contribute to the development of financial systems and update as appropriate including any associated changes relating to the CIPFA Accounting Code of Practice and Statement of Accounts.</li> </ul>

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- To co-ordinate leasing requirements for vehicles and equipment, and complete all relevant accounting requirements.

### **Specific duties in connection with the above include:**

- Preparation and/or compilation of five year revenue budgets, ten year capital programmes and supporting information.
- Closure of accounts, preparation of all supporting statements and working papers and associated liaison with the Council's auditors.
- Provision of specific financial advice and technical financial support in respect of revenue and capital programmes, asset management accounting and issues surrounding Value Added Tax.
- Provision of any other specific financial support such as appraisals and reviews, development work, grant claims and returns, specific revenue or capital projects, etc, as required and agreed with the service.
- Provision of general advice and support to the service on all other aspects of accountancy, financial management and control, and the economic, efficient and effective use of resources.

### **General duties and responsibilities in undertaking the role**

- Demonstration of understanding, compliance with and promotion of all relevant and up to date legal, professional and internal regulations, standards, timetables and other requirements as appropriate.
- Assistance in the maintenance, review and development of the Council's financial systems to support the above, including contributing to the corporate development of financial and other IT systems.
- Maintenance and security of clear, understandable and accurate financial and other accounting records.
- Assistance in the provision of related support to Members, and attendance at Member meetings as required.
- Assistance in the provision of training and related support to Officers and other parties as appropriate.
- Contribution to the development of the service as a whole, through the Council's and Service's performance / staff management and planning arrangements.
- Exercise of judgement, challenge and initiative in undertaking the duties and responsibilities of the post, adopting a pragmatic and reasoned approach in balancing professional requirements against service needs and use of resources.
- Deputising for the Principal Accountant for the above mentioned areas of responsibility.

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### **Primary Measurable Objectives**

Preparation and/or compilation of five year revenue budgets and ten year capital programmes and supporting information.

Provision of specific financial advice and technical financial support in respect of capital programmes and asset management accounting.

Provision of any other specific financial support such as appraisals and reviews, development work, grant claims and returns, specific revenue or capital projects, etc. as required and agreed with the service.

Provision of general advice and support to the service on all other aspects of accountancy, financial management and control, and the economic, efficient and effective use of resources.

### **Staff Management Responsibilities**

N/A

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<b>Person Specification</b>			
<b>Knowledge &amp; Educational Requirements</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Assessed by: App Form, Interview, Certificate, Test, Other...</b>
<b>Specialised Qualifications &amp; Training</b>	AAT qualified/CCAB part qualified accountant	CCAB qualification and current membership.	App Form, Interview, Certificate
<b>Experience</b>	Experience of working within an accountancy/finance environment.	Significant experience of working within a local government finance environment.	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>	Good interpersonal skills, in particular the ability to build effective working		App Form, Interview

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Including Interpersonal & Communication Skills	relationships with staff at all levels and from all services – to have customer focus.  Excellent verbal and written communication skills.		
Special Requirements/Other			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.

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