

JOB DESCRIPTION



DIRECTORATE	Resources
SERVICE	Resources
POST NUMBER	
POST TITLE	Project and Technical Accountant
POST GRADE	Principal Officer Grade PO1
CONDITIONS OF SERVICE	NJC for Local Government Services Conditions of Service as amended locally
RESPONSIBLE TO	Finance Manager
RESPONSIBLE FOR	No supervisory responsibility
JOB PURPOSE	To provide a comprehensive level of accountancy and financial advice to Heads of Services in order to support the delivery of key projects. To lead the Council's delivery of its annual accounting statements.

MAIN AREAS OF WORK	
1	Provide financial advice to Alliance Homes and capital project budget holders.
2	Produce annual revenue and capital budgets for Alliance Homes.
3	Monitor Alliance Homes spending and income during the year and prepare monthly accounts for company shareholders.
4	Prepare the annual company accounts for Alliance Homes.
5	Prepare statutory returns for Alliance Homes, e.g. VAT, Companies House.
6	Produce the Council's annual and five-year capital programmes.
7	Produce detailed annual budgets for major capital projects.
8	Monitor major capital projects spending during the year and prepare monthly accounts for budget holders.
9	Prepare year end accounts for capital project spend and financing.
10	Undertake financial project appraisals for Heads of Services and participate in project board meetings.
12	Lead the delivery of the Council's annual accounting statements.
13	Act as the initial point of contact with the External Auditors.
14	Maintain an up to date knowledge of technical accounting developments and ensure their effective implementation across the Council.
15	Act as a lead accountant and assist in the development of other team members.
16	Prepares information for inclusion in reports to Committee, Boards and Senior Management Team.
17	Peruse Council and Committee Minutes and Agenda for relevant items and carry out any necessary action.
18	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
19	Co-operate with Managers in implementing the Council's Health and Safety Policy as laid out in its Health and Safety Manual.
20	To undertake any other duties for which the post holder is competent as and when required.

PERSON SPECIFICATION



POST TITLE	Project and Technical Accountant	
DIRECTORATE	Resources	
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POST GRADE	Principal Officer Grade PO1	
	Essential	Desirable
Qualifications		
Qualified CCAB Accountant, preferably CIPFA	X	
Experience		
3 years post qualification experience or 5 years practical experience preferably in local government finance environment	X	
Experience of working with large financial systems	X	
Experience of assessing the impact and implementing technical accounting requirements across an organization.		X
Developing complex spreadsheets	X	
Skills and Abilities		
Good IT skills including Excel, Word and Microsoft Outlook	X	
Strong analytical skills	X	
Ability to understand and interpret regulations and legislation	X	
Ability to communication financial information to non-financial audiences	X	
Training		
IT (MS Office) – Excel, Word, Outlook	X	
Large financial systems	X	
Knowledge		
Understanding of local authority functions and responsibilities		X
Understanding of key issues facing local government		X
Limited company accounting requirements		X

April 2021