

# Job Description



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

|                     |             |
|---------------------|-------------|
| <b>Directorate</b>  | Resources   |
| <b>Service area</b> | Accountancy |

| Post details                                                                                                                                                                                                                                                                                                                                 |                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Job title</b>                                                                                                                                                                                                                                                                                                                             | Principal Accountant                                                     |
| <b>Post Number</b>                                                                                                                                                                                                                                                                                                                           | E40                                                                      |
| <b>Vacancy Reference</b>                                                                                                                                                                                                                                                                                                                     | RES282                                                                   |
| <b>Scale</b>                                                                                                                                                                                                                                                                                                                                 | PO6-9 (scp 36-39) £48,738 to £51,928 per annum                           |
| <b>Contract</b>                                                                                                                                                                                                                                                                                                                              | Permanent                                                                |
| <b>Location of work</b>                                                                                                                                                                                                                                                                                                                      | Council Offices                                                          |
| <b>Directly responsible to</b>                                                                                                                                                                                                                                                                                                               | Head of Financial Services                                               |
| <b>Directly responsible for</b>                                                                                                                                                                                                                                                                                                              | Accounting Assistant and an Apprentice Trainee<br>Accountancy Technician |
| <b>Hours</b>                                                                                                                                                                                                                                                                                                                                 | 37 hours per week                                                        |
| <b>JE Reference</b>                                                                                                                                                                                                                                                                                                                          | GLPC                                                                     |
| <b>Primary purpose and scope of the job</b><br><p>Preparation and monitoring of capital and revenue budgets and final accounts for a range of services. To provide assistance and advice to the Director of Resources and Head of Financial Services on the impact of changes in Government legislation and technical accounting issues.</p> |                                                                          |

## **Key Tasks and Responsibilities**

- Responsible for analysing service costs and income trends, financial commitments, and obligations in order to prepare the revenue budgets and closure of the final accounts for Health and Housing Committee services.
- To provide assistance with the preparation of the budgets for the Council's Capital Programme and also with the closure of the capital accounts as part of the final accounts process, covering all service committees.
- Report to the corporate management team and elected members on the financial performance of services compared to budgeted costs and income.
- To monitor the overall budget position on the Council's Financial Management System.
- To help develop accounting guidelines and policies in line with the CIPFA Accounting Code of Practice and other professional practice statements, ensuring that the work carried out is of a standard that conforms to professional practice statements and internal standards.
- To analyse any changes in Council Policies and advise on their financial implications. Also, to advise on the implications of national technical accounting changes and advise on the financial implications of Government legislation changes.
- To research and assist in developing and introducing innovative approaches to service delivery across the Council.
- To provide financial advice to staff both within Financial Services and within other service areas and departments. To assist in the supervision, training and development of staff including devising and delivering training courses on financial issues.
- To undertake specific assignments as directed by the Head of Financial Services or Director of Resources.
- To prepare the Whole of Government Accounts return.
- Preparation of the Quarterly Revenue Outturn, Final Revenue Outturn, and various Capital returns to Government departments.
- The completion of various statistical returns and grant claims for Health and Housing Committee services.
- To manage the contract arrangements for the council's insurances, including the procurement process, contract management arrangements and overseeing its day-to-day operation.
- To be responsible for supervision and training of an Accounting Assistant and an Apprentice Trainee Accountancy Technician.
- Representing the Director of Resources at inter-departmental working groups as required.
- Monitoring and reconciliation of all Health and Housing Committee suspense accounts.
- To adhere to the Council's policies, including equal opportunities and health and safety.
- Such other duties that may be assigned appropriate to the post.

**Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

|                              |                       |
|------------------------------|-----------------------|
| <b>Prepared / Revised By</b> | Lawson Oddie          |
| <b>Role</b>                  | Director of Resources |
| <b>Date Revised</b>          | September 2026        |

# Person Specification



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## Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

|                          |                                                |
|--------------------------|------------------------------------------------|
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| <b>Post Number</b>       | E40                                            |
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| <b>Scale</b>             | PO6-9 (scp 36-39) £48,738 to £51,928 per annum |
| <b>Directorate</b>       | Resources                                      |
| <b>Service Area</b>      | Accountancy                                    |

## Criteria

| <b>Experience</b>                                                                           |     |   |
|---------------------------------------------------------------------------------------------|-----|---|
| Previous experience of preparing budgets and budget monitoring.                             | A/I | E |
| Practical experience of preparation of final accounts.                                      | A/I | E |
| Experience of providing regular financial management information/advice to tight deadlines. | A/I | E |
| Specific experience and understanding of financial and management reporting.                | A/I | E |
| Experience in the supervision and training of staff.                                        | A/I | E |
| Post-qualification experience in Local Authority Finance.                                   | A/I | D |
| Practical experience of attending committee meetings and working groups.                    | A/I | D |

| <b>Skills and Abilities</b>                       |     |   |
|---------------------------------------------------|-----|---|
| Up to date knowledge of local government finance. | A/I | E |

|                                                                                                                             |     |   |
|-----------------------------------------------------------------------------------------------------------------------------|-----|---|
| Excellent technical accounting and analytical skill with a high level of numeracy and eye for detail.                       | A/I | E |
| Excellent written and oral communication skills especially the ability to understand and convey detailed technical matters. | A/I | E |
| Excellent time management skills and the ability to prioritise work.                                                        | A/I | E |
| Excellent Microsoft Excel skills including using/developing complex spreadsheets for financial modelling.                   | A/I | E |
| Strong general IT skills with the ability to learn other IT packages quickly.                                               | A/I | E |
| Excellent financial report writing and presentation skills.                                                                 | A/I | E |
| Knowledge of Capital Finance.                                                                                               | A/I | D |

| Education, Qualifications and Knowledge            |   |   |
|----------------------------------------------------|---|---|
| Member of CPFA, other CCAB, or CIMA.               | C | E |
| A full UK Driving licence and access to a vehicle. | C | D |

| Other requirements                                                       |     |   |
|--------------------------------------------------------------------------|-----|---|
| Self-motivated and able to work independently without close supervision. | A/I | E |
| Flexible and adaptable approach.                                         | A/I | E |
| Ability to work as part of a team.                                       | A/I | E |

| Methods of Assessment Key |                |                      |
|---------------------------|----------------|----------------------|
| A Application Form        | I Interview    | C Certificate        |
| T Test                    | P Presentation | AC Assessment Centre |

| Review Arrangements                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.</p> |

|                              |                       |
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| <b>Role</b>                  | Director of Resources |
| <b>Date Revised</b>          | September 2026        |