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| **Job Title:** | Principal Accountant | **Date:** | November 2024 |
| **Reporting Line:** | Head of Finance | **Salary:** | Grade 10-11  |
| **Team:** | Finance & Audit Team | **Business Area:** | Corporate |

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| JOB PURPOSE |
| This will be a generic role profile covering the finance functions of GMCA, each role will have specific technical and managerial responsibilities for teams delivering the following:* Management Accountancy
* Capital Accountancy and Treasury Management
* Financial and Statutory Accountancy
* Systems, Exchequer and Tax

To support the senior finance leadership team and manage the finance team, providing high level of technical expertise and competence. The co-ordination and delivery of financial management activity across the organisation, in particular capital and revenue budget monitoring and reporting, treasury management, preparation of statutory accounts, systems development and improvements to financial processes and procedures. |

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| **KEY RESPONSIBILITIES**  |
| **Key role responsibilities**1. Support the Head of Finance in delivering a service which meets the needs of the organisation and adheres to statutory requirements, codes of practice and ensures continuing development.
2. Manage a team providing a comprehensive financial management service, including budget planning and reporting, advice on implications of service development proposals and statutory changes.
3. Provide comprehensive financial advice to senior managers and political leaders.
4. Lead accountability for the implementation of systems and procedures in line with relevant statutory requirements and the proper application of corporate policies across all areas of the service.
5. Responsible for the co-ordination and preparation of information for final accounts, working closely with associated organisations and liaison with internal and external bodies, ensuring that all accounts are closed and statements produced in an accurate and timely manner in accordance with statutory requirements.
6. Key role in the preparation of a medium term financial strategy (MTFS) and deliver good financial management so that public money is used appropriately, economically, efficiently and effectively.
7. Ensure that coherent business plans are aligned with financial and resource plans, preparing financial models to illustrate the financial implications of proposals.
8. Responsibility for the delivery of accurate and timely revenue and capital budget monitoring and funding reports for senior officers and members and manage the team to ensure income and expenditure is monitored closely against approved budgets and significant variances are addressed.
9. Preparation of the revenue, capital and Collection Fund budgets of the Greater Manchester Combined Authority and associated organisations.
10. Responsibility for treasury management and investment activities for the organisation. Responsibilities will include placing an average of £400m per annum of daily investment within the guidelines of the annual investment strategy; and managing the internal borrowing position, including exploring debt rescheduling opportunities for a £1.5bn portfolio.
11. Lead, develop and enhance financial management procedures and financial systems used by the Greater Manchester Combined Authority and associated organisations. This includes identifying statutory requirements and putting in place measures to ensure the organisation has the technical expertise in place to deliver.
12. Ensure the timely preparation and submission of statutory and other accounts, grant claims and statistical returns.
13. Line manage the finance team providing effective management and leadership to staff within the team, including all aspects of performance management and staff development.
14. Develop and sustain effective working relationships at a local, regional and national level and work collaboratively with other key partners to contribute to the delivery of the Greater Manchester Strategy.
15. To be committed to maintain Continuing Professional Development by keeping up to date with any legislative and accounting change including consultations, attending seminars, courses or training sessions as may be required from time to time.
16. Initiate and lead, where appropriate, the preparation of guidance and training for staff, senior officers and members.
17. Identifying opportunities in co-working and problem solving through a multidisciplinary approach to corporate and directorate service delivery.
18. Deputise for the Head of Finance at member and senior officer level meetings where necessary.
19. Undertake all duties in accordance with statutory and regulatory frameworks and professional standards.
20. This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required commensurate with the level of the post.

**General** 1. Contribute to the design and delivery of key finance projects and interventions aligned to performance improvement.
2. Support the annual final accounts activities within the team including performance reviews, salary reviews, engagement survey and training analysis.
3. To ensure that your team receives clear direction and management support, they understand what is expected of them and what they need to achieve.
4. To draft and deliver reports and presentations within your area for circulation throughout the organisation.
5. To develop trusted partnerships within the organisation, practicing internal client management; establish and develop external networks throughout GM.
6. To manage and monitor the non-pay budgets across your area including contract management where applicable. Approving spend across the area and acting as a counter signatory as appropriate.
7. Actively engage with the wider workforce to seek and listen to the views of staff, GM partners and trade unions to influence and improve workforce practices.
8. To ensure high standards of accuracy, professionalism and customer care.
9. To develop policies relevant to your area of expertise
10. To be committed to maintain your own skills and expertise, and those of your team.
11. To provide support and guidance with strict adherence to confidentiality of personal information and Data Protection legislation.
12. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
13. Working with other teams across the directorate to ensure integration and alignment is maximised and supporting on activity where appropriate.
14. To be accountable for ensuring the organisation is compliant with its statutory duties under legislation in the relevant field e.g., Employment Act, Equality Act, General Data Protection Regulations etc
15. Ensure that your approach to your work and your colleagues is inclusive and supportive of a diverse workplace
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge & Experience** * Qualified CCAB/CIMA accountant with substantial public sector experience.
* Experience of preparing, managing and monitoring significant revenue and capital budgets in a large and complex organisation.
* Proven experience and knowledge of operating successfully at a senior level within the public sector, with a clear grasp of the challenges and opportunities of working within a publicly accountable organisation.
* Ability to influence, monitor and control the risk environment, both strategic and operational, through effective allocation of roles and responsibilities. Has ability to control risk on high value, complex and multiple projects.
* Demonstrable experience of effectively undertaking a wide range of financial accounting duties in a large organisation including budget preparation and monitoring.
* Experience of undertaking year-end financial accounts procedures in a timely and efficient manner.
* Experience of developing effective financial management arrangements and evidence of implementing continuous improvement to processes and procedures.
* Experience of generating innovative value for money options, and/or delivering medium-term cost-effective business solutions.
* Experience of planning and monitoring revenue budget and of medium term financial and service planning.
* Demonstrable understanding and/or related experience of working for a Combined Authority and associated organisations.
* Understanding and awareness of the sensitive nature of working in a political environment with a high degree of political sensitivity and awareness.
* Sound working knowledge of financial governance principles and systems.
* Experience of writing accurate and concise reports on complex financial facts that clearly identify the potential impact(s) or consequence(s) on the business.
* Ability to use 'office application software' to maximise efficiency and effectiveness.

**Skills & Behaviours** * Ability to provide strong leadership and direction to ensure the effective performance management, motivation and development of staff.
* Excellent interpersonal skills and the proven ability to establish positive relationships with staff at all levels, and external organisations, groups and individuals, which generate confidence, respect and trust.
* Ability to present financial data and/or information in a format easily understood by managers and members of a non-finance background.
* Ability to quickly identify existing or potential business problems with significant financial consequences and either take or present medium to long term solutions.
* Ability to influence the design or adaptation of business systems so that they are fit-for-purpose and cost-effective into the longer term.
* Highly developed networking, advocacy, oral, written and presentation skills
* Self-motivated with ability to prioritise and manage your workload over extended periods, producing accurate work within deadlines.
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| **GRADE 10/11 COMPARISON** |

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| **Grade 10** | **Grade 11** |
| Qualified CCAB/CIMA accountant with equivalent experience | Qualified CCAB/CIMA accountant with substantial public sector experience.  |
| Lead, develop and enhance financial management procedures and financial systems used by the Greater Manchester Combined Authority and associated organisations. Ability to influence the design or adaptation of business systems so that they are fit-for-purpose and cost-effective into the longer term. | Lead accountability for the implementation of systems and procedures in line with relevant statutory requirements and the proper application of corporate policies across all areas of the service. |
| Demonstrable experience of effectively undertaking a wide range of financial accounting duties in a large organisation including budget preparation and monitoring.  | Experience of preparing, managing and monitoring significant revenue and capital budgets in a large and complex organisation. |
| Ability to quickly identify existing or potential business problems with significant financial consequences and either take or present medium to long term solutions. | Ability to influence, monitor and control the risk environment, both strategic and operational, through effective allocation of roles and responsibilities. Has ability to control risk on high value, complex and multiple projects. |
| To be committed to maintain your own skills and expertise. | To be committed to maintain your own skills and expertise, and those of your team. |

**Corporate Commitments**

Promote and role model behaviours that ensure no discrimination against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to existing and former colleagues.

Refrain from smoking in any premises.

Adhere to all relevant Policies and Procedures, behaving in a manner that reflects this.

**Records Management/ Data Protection**

As an employee, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work. The records may be paper, electronic, microfiche, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security**

As an employee you are required to uphold the confidentiality of all records held by GMCA. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality**

All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner to ensure high standards of data quality in accordance with protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998.

**Health and Safety**

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by its undertakings.

**Equal Opportunities**

As an employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.