

OLDHAM COUNCIL

ACCOUNTANT

PERSON SPECIFICATION

	Selection Criteria (Essential)	Selection Criteria (Desirable)	How Assessed
Education & Qualifications	<p>AAT qualified or equivalent or extensive experience at an Accountant level</p> <p>Commitment to Continued Professional Development</p>		<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
Experience	<p>A proven track record of working within a finance team, understanding and addressing the issues facing services within Local Government or similar organisation.</p> <p>A proven track record in assisting and participating in the establishment and delivery of effective performance delivering high quality work to deadlines.</p> <p>A proven track record of successfully setting and monitoring budgets for services, including the development of integrated costing systems and methodologies, and working with budget holders to rebalance overspends.</p> <p>A proven track record of dealing with budgets for a capital project including costing for an initial scheme for inclusion in business cases and external applications for funding</p> <p>Knowledge of the researching and preparing reports on financial issues and financial implications for reports, which are analytical, present clear options and are accessible to lay people.</p>		<p>Application form</p> <p>Interview</p> <p>Assessment Centre</p>

	Selection Criteria (Essential)	Selection Criteria (Desirable)	How Assessed
	<p>A knowledge of assisting in the successful delivery of work programmes to meet objectives and achieve planned results through a combination of direct management and working with others.</p> <p>A proven track record of successfully building relationships and partnership working with a range of internal stakeholders, and customers.</p> <p>Evidence of assisting in service planning and implementing measures to promote continuous service improvement.</p> <p>A proven track record of successfully assisting in the technical accounting preparation of the closure of the accounts including interpretation of accounting developments such as IFRS and capital accounting procedures</p> <p>A proven track record of working with and assisting in improving a financial ledger system such as Agresso.</p>		
Skills & Abilities	<p>Ability to motivate, enthuse, inform, and develop people, both within the team, and those in other departments.</p> <p>Understands the impact of change on staff and is able to assist in creating a supportive environment, where team members feel able to share knowledge and innovative ideas and challenge current procedures</p> <p>Able to work through problems, evaluate risks and offer practical solutions</p>		<p>Application form</p> <p>Interview</p> <p>Assessment Centre</p>

	Selection Criteria (Essential)	Selection Criteria (Desirable)	How Assessed
	<p>Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences including the ability to chair and facilitate meetings with officers.</p> <p>Demonstrates relentless drive for efficiency, improvement and high standards of excellence including actively seeking customer feedback, and responding to it effectively by implementing changes where necessary.</p> <p>An ability to plan ahead, to challenge processes, procedures and reports and to continually improve the standard of operations.</p> <p>Able to use new technologies in improving services, and modernising working processes</p> <p>High personal standards, organised and able to work to deadlines and plan ahead</p> <p>Able to interpret a wide range of financial and performance data</p> <p>The ability to work with the customer in developing creative solutions to budgetary and operational issues.</p>		
Knowledge	<p>Thorough understanding of issues facing local government, its financing and enlightened awareness of the uses of information technology.</p> <p>Wide understanding of financial planning.</p> <p>Knowledge of Performance Indicators National & Local</p>		<p>Application form</p> <p>Interview</p> <p>Assessment Centre</p>

	Selection Criteria (Essential)	Selection Criteria (Desirable)	How Assessed
	<p>Knowledge of financial management techniques, standing orders and financial regulations</p> <p>Knowledge of up to date relevant costing, project evaluation, budgeting.</p> <p>Knowledge of up to date financial reporting standards and relevant CIPFA guidance and accounting procedures.</p>		
Work Circumstances	<p>Must be prepared to work flexibly to meet deadlines and to attend evening meetings as required.</p> <p>Must be able to visit all of the Directorate's premises and sites.</p> <p>Willingness to travel outside the Borough</p>		<p>Application form</p> <p>Interview</p>

NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria will be guaranteed an interview. Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, and those whose last long term substantive employer was the Armed Forces.

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JOB DESCRIPTION

Job Title: Accountant	
Directorate: Finance	Division/Section: Finance
Grade: Grade 6	

Job Purpose:

To assist the Assistant Director of Finance, Senior Finance Manager, Finance Manager and Senior Accountant in ensuring processes and plans are in place to support effective financial management of the Council and providing complete and accurate accounting and budget information for the relevant area

Key Tasks

Generic

To assist the Senior Finance Manager (SFM), Finance Manager (FM) and Senior Accountant (SA) in providing technical advice, guidance, briefings and training appropriate to the audience on a range of financial issues relating to high profile projects/programmes

To liaise on a daily basis with budget holders and other officers on financial matters.

To support the SFM, FM and SA in undertaking full monthly or quarterly closedowns of their areas including Balance Sheet items as per the prepared timetable.

Produce and present financial management information, budget monitoring and trading reports, which are accurate and timely, appropriate to the audience.

Support the ADF, SFM, FM and SA in the closure of accounts for the relevant area. Ensure that the Income and Expenditure Account is accurate, all Balance Sheet items are reconciled and all holding accounts are cleared on a regular and timely basis and producing accurate and complete working papers

To assist the SA in completing all grant claims and statistical returns for their area on an accurate, timely and regular basis.

Assist the ADF, SFM, FM and SA in supporting the establishment of Arm's Length Organisations, Partnerships and Traded Services, followed by the monitoring of their performance and evaluate and review as appropriate.

Ensure both they and their area are following procedures and reference manuals to support consistent service delivery, and compliance with existing and anticipated legislation, regulations and codes of practice.

Monitor their service areas operational compliance with Financial Procedure Rules and standing financial instructions, internal and external audit requirements and value for money

To assist the ADF, SFM, FM & SA in promoting and supporting the financial awareness and budget management training of managers to ensure that non-finance colleagues are equipped to deliver their budget, income and cost control responsibilities

To assist in creating and reinforcing a strong customer focused, responsive flexible, "can do" culture throughout the Department

Able to work with a number of different financial services providers

Key Tasks
To assist the SA in liaising regularly with budget holders to ensure that all plans, initiatives and projects have appropriate financial input in a timely manner
To assist the SA in the operating and interrogation of costing systems
To assist the ADF, SFM, FM & SA in cross authority work including shared services, benchmarking, and collaborative working
To assist in the preparation of Director of Finance's comments ready for submission to the ADF for non-key decision reports ensuring that decisions are within the budgetary framework; financial regulations, constitution, EU directives, and codes of practice.
To deputise for the Senior Accountant as and when required.

Standard Duties:
<ol style="list-style-type: none"> 1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To uphold and implement policies and procedures of the Council and Directorate including customer care and health and safety policies. 3. To undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure that members of the division are informed appropriately. 4. Undertake any additional duties commensurate with the level of the post.

Contacts:
Colleagues within the financial service, colleagues within the Council, its partners, Trades Union representatives, elected members, inspectors and external organisations

Relationship To Other Posts In The Department:
<p>Responsible to: Assistant Director of Finance, Senior Finance Manager, Finance Manager</p> <p>Responsible for: A number of Assistant Accountants</p>

Special Conditions: None

Values and Behaviours:
<p>We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:</p> <ul style="list-style-type: none"> • Fairness - We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. • Openness - We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.

- **Responsibility** - We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
- **Working together** - We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.
- **Accountability** - We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders.
- **Respect** - We recognise and welcome different views and treat each other with dignity and respect.
- **Democracy** - We believe and act within the principles of democracy and promote these across the borough.

Internally we've translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.

- Work with a Resident Focus
- Support Local Leaders
- Committed to the Borough
- Take Ownership and Drive Change
- Deliver High Performance

	DATE	NAME	POST TITLE
Prepared	01-07-15	Paul Cook	Assistant Director of Finance
Reviewed	23 06 2023	Anne Ryans	Director of Finance
Reviewed			