



# Accountant

Service	Reporting to	Location	Grade
Finance	Strategic Finance Manager	Salford Civic Centre	3C

## About the role

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- The post sits on the finance division's accountancy group which consists of management accountancy teams aligned to council directorates and a corporate accountancy team.
- The council is a large, multi-functional organisation. You will provide revenue and/or capital accountancy support on an assigned service area, assisting senior accountants and finance managers in delivering agreed objectives and outcomes.
- You will develop effective working relationships with finance colleagues and with stakeholders in the assigned service area.
- You will maintain accurate financial records on our general ledger and supporting systems.
- You will develop and maintain financial monitoring systems.
- You will prepare and analyse financial information to contribute to the preparation of accounts, statutory returns and reports on financial performance.
- You will support and advise more junior colleagues and assist in undertaking quality reviews to ensure that standards and deadlines are met.

## Key outcomes

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- You will maintain efficient financial processes and records and minimise the risk of fraud or error, helping to secure the council priority of a transparent, effective organisation.
- Your preparation of information will enable senior colleagues to give managers the analysis and advice they need to make robust financial decisions.
- Your monitoring against financial plans will allow senior managers to be given early warning of potential variances, enabling them to take prompt corrective action.
- You will develop a deeper understanding of a service area, enabling you to provide tailored and authoritative advice and guidance on service-specific matters.

## What we need from you

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- To model and demonstrate our values and leadership behaviours.
- Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes
- Professional credibility through proven relevant experience
- Digital skills in SAP and Microsoft office products
- Awareness of relevant legislation, service policies and strategies
- Ability and willingness to be flexible to reflect our generic approach to providing a finance service to customers
- Effective oral and written communication skills
- Ability to work with a degree of independence within the general guidelines of policies, procedures and standards

# What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

## Developing your leadership skills

We want to equip our leaders with the knowledge, skills and behaviours outlined in our #LeadingSalford programme. Our aim is to support you to lead highly engaged, motivated teams in today's rapidly changing environment. This will be achieved through a range of bite-size Master Classes designed to help you meet the expectations that we have of our Salford leaders. In addition to the core Master Classes, we also provide accredited leadership programmes which let you build on your experience, learn about emerging approaches, and further develop your leadership practice.

## Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

## Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

## Tailored Development

Looking for a qualified accountant, or someone on the pathway to qualification where we'll be able to review what stage you're at and support you on your journey.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

## Role details

Completed by: Paul Hutchings  
Date: 17<sup>th</sup> January 2025.  
Job code: 3C  
Job score:  
Date of evaluation: