

Senior Accountant

Role Profile

Service: Financial Management
Band: Band 10
Reporting to: Finance Manager
Responsible for: Accountants



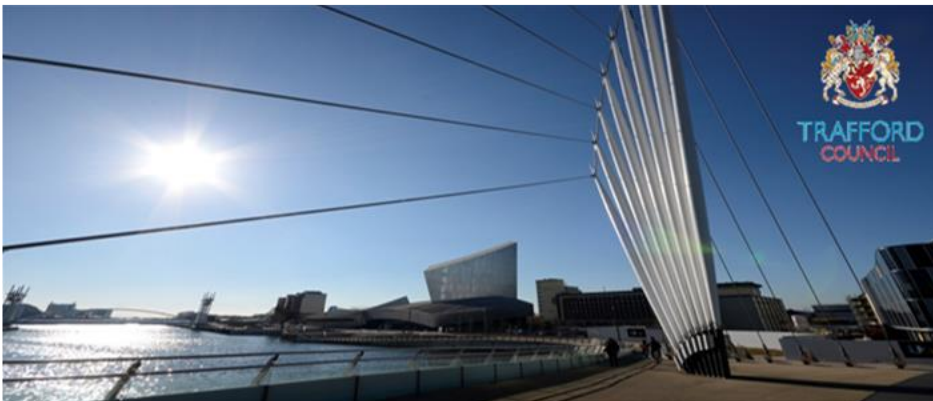
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- As part of the wider financial management and internal audit team, supporting the Finance Manager to deliver the financial targets and best financial outcomes for the Council into the medium and longer term, with particular emphasis on obtaining value for money.
- To provide high quality, timely, accurate financial information, advice and guidance that will contribute to the effectiveness of the decision making process.

Key duties

- In partnership with Senior Management, pro-actively assist them in discharging their responsibility for financial management and achieving financial performance targets within the confines of Council procedure, standard accounting practices and relevant legislation. The Finance Manager will allocate a portfolio of specific clients that may change from time to time.
- Assist the Finance Manager in the preparation and coordination of the Revenue and Capital Budget, Medium Term Financial Plan for their service areas and financial support to the Council's developing investment strategy and place shaping agenda, completion of the annual financial accounts and reporting of accurate budget monitoring information, development and appraisal of business cases for new investment and grant claim processes in accordance with the corporate procedures, statutory requirements and deadlines.
- Being personally responsible for taking all necessary steps to fully understand the business needs of the service areas allocated to you and a general awareness for the whole Directorate, such that you can provide expert assistance to management in achieving value for money and business or service improvement.
- Develop and maintain any recharge systems relevant to the service area.

General areas of responsibility:

- Provide influential input to the decision-making process, including objective challenge on strategy and policy development, efficiency, and encouraging a culture of continual improvement.
- Take, or advise management to take, and/or direct the team to take corrective action on any matter that would affect the integrity of financial data or the Council's financial performance. To immediately advise the Finance Manager/Strategic Finance Manager and/or the Head of Financial Management on any issue that could affect the discharge of the statutory responsibilities of the Corporate Director of Finance and Systems.
- Working with senior management to identify and appraise creative solutions to complex business problems, including securing significant sustainable budget savings over the medium term, across a number of budget areas, functions or departments.
- Assisting senior management and / or representing the Council with partners in making long term decisions of significant financial implication.
- Manage, supervise and develop a small professional financial team to provide value and continuous service improvement
- Develop and maintain excellent working relationships with clients. Provide advice, informal and formal training to clients and members by way of lecture or classroom environment on a wide range of financial issues.
- In partnership with management be directly responsible for financial management of more complex budgets.
- Being personally responsible for taking all necessary steps to ensure that you keep your professional skills and knowledge of best practices, relevant legislation, and Council procedures up to date, such that you can be relied on as a relevant service financial expert.
- Adaptation, development or design of information and business systems to ensure the integrity of the financial ledger, relevant to the broad service area including adherence to the Data Protection Act/GDPR (or relevant legislation).
- Respond to enquiries and requests for information and advice from both internal and external customers, positively promoting the service.
- Undertake any other duties as required commensurate with the post.

About You

Qualifications and Professional Development

- Good numeracy and Information Technology skills, GCSE passes in Mathematics & English Language, and ECDL (or equivalent)
- CCAB qualified or equivalent in terms of experience
- Training qualifications or equivalent
- Evidence of continued professional development

Experience and Knowledge

- Significant experience of working in a finance function within the public sector, preferably Local Government
- A detailed understanding of the current and future legislation and accounting arrangements relevant to Local Government.
- Direct experience of assisting non-finance managers establish, monitor, control and close their budgets.
- Experience of planning and monitoring the revenue and capital budget and medium term financial and service plan.
- Experience of working in a team, and achieving collective goals.
- Experience of using ledger systems
- Experience of writing short reports on complex financial facts that clearly identify the potential impact(s) or consequence(s) on the business.
- Experience of generating innovative value for money options, and/or delivering long-term cost-effective business solutions.
- Experience of providing training to groups on the application of standard business and accounting processes, procedures and policy.

Skills and abilities

- Ability to communicate effectively with colleagues, managers and/or the public both verbally or in writing, selecting and using appropriate media.
- Ability to present financial data and/or information in a format easily understood by managers of a non-finance background.
- Self-motivated with ability to prioritise and manage your workload over extended periods, producing accurate work within deadlines.
- 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 establish and maintain excellent working relationships with colleagues, managers and Members within the Council and in partner organisations.
- Ability to manage a team. Establishing targets, measures and a performance framework, taking corrective action to the plan to ensure the teams' goals are achieved within available resources.
- Ability to use 'office application software' to maximise your efficiency and effectiveness.
- Ability to design or adapt business systems so that they are fit-for-purpose and cost-effective into the longer term.
- Ability to provide training to groups on the application of standard accounting and business processes and procedures, and/or expert training to finance staff and management on your particular service area
- Ability to commit to and focus on quality, promotes high standards to consistently improve outcomes
- Ability to commit to partnership working with a range of external organisations
- An influential and persuasive communicator
- Strong ICT skills including systems management

- Excellent analytical skills and an informed, evidence-based approach

Special Conditions

- The post holder will be subject to rotation for posts on the same pay band as required.
- Willing and able to travel to sites within the Trafford Borough to work at any administrative site as required
- Willing and able to attend meetings, seminars, training courses within or outside the Borough as required
- Unsocial hours may be required to attend occasional meetings outside of normal working hours

Date prepared/revised	April 2019 / transferred to new template & minor amends 9.1.24
Prepared/revised by	G Bentley / AM
Job Evaluation	May 2019

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.