

## Job Description

<b>JOB TITLE:</b>	<b>Accountant</b>
<b>GRADE:</b>	K (Final)
<b>POST NUMBER:</b>	Various
<b>DIRECTORATE:</b>	Resources
<b>SERVICE:</b>	Finance Audit & Procurement
<b>RESPONSIBLE TO :</b>	<b>A Senior Accountant</b> (for the designated team/service area, including Schools)
<b>RESPONSIBLE FOR:</b>	<p>up to 5 direct reports which depending on the designated team are to include:</p> <p>Asst Accountant (Capital); School Bursar; Senior Finance Officer; Finance Officer</p>
	<p><b>DBS Basic / Enhanced check not required</b> <i>[delete as required]</i></p> <p><b>This post is not politically restricted</b> <i>[delete as required]</i></p>
<b>JOB SUMMARY:</b>	<p><i>[The job summary should summarise, in a maximum of two paragraphs, the purpose of the role]</i></p> <p><i>Take responsibility for providing an efficient, effective and comprehensive finance service, promoting best practice across the Council. Contribute to the required range of financial and management accounting tasks, reconciliation and reporting responsibilities for the designated team/ service/Business Partnering area for either revenue and/or capital as appropriate. Contribute and challenge senior management and budget holders to ensure the financial forecasts and future budget plans are based on robust financial and non-financial information, and support prompt responsive and remedial action</i></p> <p><i>Act as a single point of contact for the financial management support of Directors, Head Teachers, Service Managers and Budget Holders. Develop a thorough understanding of a specific Service Area's business, particularly in relation to the measurement and management of the activities that drive costs and advise on the optimisation of income in accordance with Council policies. Lead on creating and implementing relevant and accurate financial models across a range of cost drivers, ensuring models and any assumptions are agreed and owned by the directorate</i></p>

<p><b>ROLE REQUIREMENTS:</b></p>	<p><i>[The role requirements are the duties and responsibilities that are specific to the job. If a duty is required to be carried out infrequently this should not be recorded as this list is not exhaustive]</i></p>
<p>1.</p>	<p>Provide the full financial support function for revenue and/or capital as appropriate, for the designated team/service areas/ school, including preparing estimates, closing tasks, and relevant financial advice including over the best use of financial systems to support sound financial management and reporting across the organisation, in accordance with relevant accounting standards and within agreed deadlines</p>
<p>2.</p>	<p>Facilitate a sound Budget Monitoring reporting process, for revenue and/or capital as appropriate working in collaboration with budget holders within the designated service area, including schools, setting up/ maintaining spreadsheets and tables to enhance financial monitoring and reporting, and coordination of Service responses on forecasts and performance statistics within agreed timescales and deadlines</p>
<p>3.</p>	<p>Promote the required use of the core financial systems and support the proper application and adherence to necessary financial controls and standards and to undertake all work in a way that demonstrates the journey towards achieving Council and Divisional values and objectives and evidence of adherence to professional standards. Supporting the delivery of the Medium-Term Finance Strategy (MTFS) for revenue and capital as appropriate, to help ensure it reflects Corporate and service objectives and priorities</p>
<p>4.</p>	<p>Act as a single point of contact for the financial management support of Directors, Service Managers and Budget Holders and Head Teachers as appropriate. Develop a thorough understanding of a specific Service Area's business, particularly in relation to the measurement and management of the activities that drive costs and advise on the optimisation of income in accordance with Council policies</p>
<p>5.</p>	<p>Lead on creating and implementing relevant and accurate financial models across a range of cost drivers, ensuring models and any assumptions are agreed and owned by the directorate</p>
<p>6.</p>	<p>Support the budget planning and allocation processes across services including the allocation of the Dedicated Schools Grant, as appropriate, ensuring they are accurate and timely within required deadlines and reflect the requirements of that service area, undertaking the necessary analysis (including running the schools resourcing formula) to support this. Contribute to the presentation/ reporting to Directors / Schools forum as required</p>
<p>7.</p>	<p>Work with accountants across the finance function to share learning and best practice across the teams</p>
<p>8.</p>	<p>Support the Finance Management Team to deliver a proactive finance service to directorates that ensures Directors/ Head Teachers / Budget Managers develop their financial knowledge, skills and capabilities.</p>
<p>9.</p>	<p>In conjunction with the Senior Accountant, develop the Council's medium term financial plan for the designated area and ensure financial risks and opportunities for the future are properly reflected in short, medium and long term sustainable financial planning using option appraisal, scenario building and sensitivity testing for both revenue and capital and represent 'one</p>

	version of the truth'
10.	Work in partnership with Directors, Head Teachers, Service Managers and Budget Managers in the analysis of costs in relation to performance to reveal opportunities for policy or process change, participating in any subsequent business case development and review of the financial impact of previous policy decisions to learn lessons and assess relative cost benefits.
11.	Provide financial support to Directors, Head Teachers, Service Managers and Budget Managers in monitoring budget plans, expenditure and income against these, and in forecasting both in year and future year income and expenditure, ensuring these are accurate, appropriate and are supported through activity and performance analysis.
12.	For Schools support the Senior Accountant in the annual review of the LA's statutory scheme for financing schools and in the implementation and maintenance of a clear framework for the evaluation and monitoring of schools' surplus balance expenditure plans.
13.	Work in partnership with service areas, including schools, to identify opportunities to improve value for money and link financial information with activity-based information
14.	Support the Senior Accountants and contribute to the preparation of financial reports to Corporate Directors, Directors, Head Teachers, Schools Forum, Service Managers and Members, as appropriate
15.	Deputise for senior finance staff at meetings with senior managers as and when directed. Represent the Council at external events, including for schools, and attend Committees/ Member meetings as required
16.	To maintain the Council's medium term financial plan for revenue and capital and income and expenditure and ensure that it reflects all known financial pressures, opportunities and major projects and programmes across designated service areas including schools. Where appropriate make recommendations on how the plan can be approved.
17.	To research and understand economic and demographic drivers that will impact on the Council and work with Senior Accountants and other members of the Strategic Finance team to understand how these could affect the medium-term financial planning of the Council. Where necessary write impact statements for consideration by relevant stakeholders
18.	Maintain and monitor schedules of sources of funding available to the Council and ensure that strategies are in place for optimising income in accordance with Council policies and priorities. Ensure that the Council's budgets accurately reflect the funding available, and plans are in place to maximise outcomes within the funding available
19.	Support the production of the Council's financial accounts, for the designated service area/ schools for revenue and/or capital, as appropriate, with the completion of all associated returns and templates as relevant, exercising the required care and due diligence to minimise/avoid inaccuracies and error, preparing these to meet Audit standards in accordance with Financial Reporting Standards, Regulations and codes of Practice meeting the statutory timetable, including those for the Council's Pension Fund, Group Accounts and Whole Government Accounts

20.	Support the control account reconciliation processes for the designated service area, including schools, helping to ensure that these are undertaken on a regular basis (monthly, quarterly or annually as necessary), with variances/ balancing items followed up and cleared on a timely basis
21.	Support the reporting cycle to the Corporate Leadership team and members for both revenue and capital on monthly and quarterly bases, ensuring the accuracy of the financial information and intelligence and insight is included.
22.	Research good practice and make improvements to existing processes, policies and financial controls, which support, maintain and enhance the financial standing of the Council.
23.	Help ensure that Financial Regulations, Standing Orders and other accounting procedures and guidance for Services and Schools regularly maintained, kept up to date and adhered to in relation to the tasks carried out.
24.	Manage the production of financial returns and reports required for both statutory and non-statutory purposes, relevant for designated service areas and schools as appropriate
25.	Where relevant support and undertake tax and trust fund accountancy tasks
26.	Where relevant support the production and maintenance of the business plan for the Housing Revenue Account
27.	For schools Help to develop, establish, implement and maintain systems for schools' self-evaluation of their financial performance, specifically taking into account the requirements of the Financial Management Standard in Schools
<b>CORPORATE RESPONSIBILITIES</b>	
28.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
29.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
30.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
31.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
32.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
33.	Support the Senior Accountant or as required, undertaking appropriate work as directed by them to meet the overall responsibilities of the Team and /or to further your professional learning and development, deputising for senior finance staff at meetings if required.

34.	Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
35.	To undertake additional duties that may arise from time to time commensurate with the grade of the post.
<b>PEOPLE</b>	<i>[This should detail those aspects of that require contact and interaction with other individuals, either within the council and/or in outside organisations, and the intended outcome of this]</i>
36.	Ensuring the Authority's procedures around the management of staff are followed with regards to 121s and appraisal reviews to facilitate and support staff learning and development and wellbeing. Engage and develop all staff in the team to ensure they have clear personal development plan
37.	Working with the Senior Accountants and Strategic Head of Finance, help to enhance Budget Holders/ Project Managers knowledge and capabilities in carrying out the financial aspects of their overall responsibilities
38.	Contribute to the general support for the Team/division as required, including assisting in the delivery of special projects or cross-cutting Task and Finish Groups to help issue investigation/ resolution or process improvements and to share learning and best practice across the teams where applicable, to help enhance the financial standing of the Council
<b>FINANCE</b>	<i>[This is for roles that have budgetary responsibility, e.g. the requirement of managing budgets, delivery targets and the efficient deployment of resources – delete if not applicable]</i>
39.	Support the Director of Finance to effectively manage relevant budgets, deliver financial targets and efficiently deploy resources as appropriate for the Finance Division
<b>SERVICE</b>	<i>[This section will include requirements that the job holder may have in respect of quality assurance, continuous improvement, and the efficiency of the service]</i>
40.	Support the achievement of the reporting cycle to the Corporate Leadership team and members for revenue and/or capital as appropriate, on monthly and quarterly bases as required, ensuring the accuracy of the financial information and that intelligence and insight is included as appropriate
41.	Be aware of the systems and work methods being followed, contributing to their regular review and updating where appropriate, supporting the Finance Service's drive for continuous improvement.
42.	Be alert to /identify mis-postings, correcting them using appropriate use of journals, virements and accruals, in accordance with accounting standards, reflecting materiality and risk in line with agreed procedures
43.	Contribute to the Service vision of continuous improvement, seeking out process and other improvements wherever possible and cascading these across colleagues within the department

<b>PERFORMANCE</b>	
	<i>[This section needs to list the specific targets that are required to be met by the post holder and how these will be achieved]</i>
44.	Be responsible for monitoring and reconciling financial information for revenue and/or capital as appropriate, at the required frequency (weekly, monthly, quarterly or annually) in relation to relevant Line of Business systems for the designated service area and schools, paying particular attention to risk and materiality, investigating, escalating significant issues to senior management, and ensuring all supporting documentation is compiled and maintained to a standard providing a suitable audit trail
45.	Work to reach the performance standards agreed with line manager and to achieve the targets set out within the Council's annual performance appraisal process
<b>OTHER CONDITIONS:</b>	
46.	To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme

## Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of financial management and financial regulatory frameworks in accountancy within the public sector</li> <li>• Good knowledge of the steps/process for financial modelling to support decision-making</li> <li>• Good understanding of the support, scrutiny and challenge to be given to services/ schools to enhance sound financial management and help embed the principles of self-serve</li> <li>• Operational understanding of local government accounting and tax accounting where relevant to the specific team, including Schools, to enable appropriate support for the Closure of accounts process and the support for services to facilitate this</li> <li>• Operational understanding of the local government statement of recommended practice and the requirements on local authorities concerned with reporting the statement of accounts</li> <li>• Experience of using skills and knowledge to support services/ schools to achieve improvements in effectiveness, value for money and outcomes</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I/T</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

		E	A/I
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Qualified CCAB or CIMA or final stage.</li> </ul>	D	A
	<ul style="list-style-type: none"> <li>• Supported the delivery of major cultural change and organisational change in a large, complex organisation.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>• Ability to establish credibility with Heads of Service, DLT's and other key stakeholders, promoting good financial management practice across the organisation.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>• Evidence of engaging and working with management teams, including Head Teachers / schools Business Managers as appropriate providing strategic financial advice to support critical decision making.</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>• Experience of supporting the identification and delivery of innovative and effective means of financing delivery of services.</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>• Experience of presenting reports to managers/ schools providing clear and appropriate financial advice.</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>• Ability to use acquired knowledge and skills to provide support to a wide range of functions and services, including schools where appropriate</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>• Experience of delivering improvements to financial systems and processes with a strong delivery and performance focus</li> </ul>	E	A/I/T
		E	A/I
	<ul style="list-style-type: none"> <li>• Ability to plan, deliver and monitor projects and workload, in line with agreed timescales and outputs with both internal and external stakeholders</li> <li>• Good negotiating and influencing skills</li> <li>• Ability to work collaboratively with others to share best practice and achieve the most</li> </ul>	E	A/I/T

	<p>effective and efficient outcome</p> <ul style="list-style-type: none"> <li>• Good organisational and motivational skills to enable achievement of agreed deadlines and targets, whilst maintaining motivation and focus.</li> <li>• Clear verbal and written communication skills to write reports providing financial information and interpretation to inform decision making.</li> <li>• Support the delivery of creative and innovative solutions to problems, influencing others to bring them on-board.</li> <li>• Be flexible and adaptable to a changing environment, responding positively to changing demands.</li> <li>• Use benchmarking and evidence from professional networks to inform ideas on business transformation</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A</p>
	<ul style="list-style-type: none"> <li>• Ability to present issues clearly and concisely, both orally and in writing, to inform the decision-making process</li> <li>• Ability to develop effective partnerships and networks within the council and other organisations to support the delivery of effective and outcome driven services</li> <li>• Create strong, positive working relationships with Heads of Service and DLT's, Head Teachers , School Business Managers as appropriate to enable constructive challenge and become a key person in the decision-making process</li> <li>•</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I/T</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> <li>• Commitment to the principles and practice of equality and diversity in employment and service delivery.</li> <li>• Ability to reflect diversity issues in the monitoring and evaluation of work.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>• Actively pursuing Continuing Professional</li> <li>• Development as defined by professional body.</li> <li>• Able to share good practice and experience and learn from others both internally and externally.</li> </ul>	E	A
		E	A/I
		E	A/I
<b>Living the TOWER Values sets out the essential behaviours required of all staff.</b>		<b>They are aligned to the organisation's five TOWER Values</b>	
We work <b>TOGETHER</b> across boundaries and with partners to achieve the best outcomes for Tower Hamlets	<i>TOWER Behaviour e.g.</i> <ul style="list-style-type: none"> <li>• Seeks opportunities to build positive relationships with people from other teams and partners</li> <li>• Builds networks with key teams they work with, to ensure they achieve the best</li> <li>• Actively builds a positive team in the working environment</li> <li>• Shares information and engages others in a timely way to achieve the best outcomes</li> </ul>	E	A/I
		E	A/I
		E	A/I
		E	A/I
We are <b>OPEN</b> and transparent	<i>TOWER Behaviour e.g.</i> <ul style="list-style-type: none"> <li>• Checks understanding, they are understood by others and explains jargon where needed</li> <li>• Uses effective listening and questioning techniques to understand the needs of others and act accordingly</li> <li>• Seeks to develop own resilience to manage change, seeking support where necessary</li> </ul>	E	A/I
		E	A/I
		E	A/I

	<ul style="list-style-type: none"> <li>Approachable and actively seeks feedback from others to improve how they do things</li> </ul>	E	A/I
We are <b>WILLING</b> to challenge, innovate and be accountable	<p><i>TOWER Behaviour e.g.</i></p> <ul style="list-style-type: none"> <li>Takes accountability for delivering own work, setting challenging goals for self.</li> <li>Seeks to learn from, both failures and successes, to improve how they do things where required</li> <li>Looks for ways to continuously improve and develop within role.</li> <li>Makes suggestions for better and new ways of doing things</li> </ul>	E E E E	A/I A/I A/I A/I
We empower each other to be <b>EXCELLENT</b> and go the extra mile	<p><i>TOWER Behaviour e.g.</i></p> <ul style="list-style-type: none"> <li>Understands the organisations direction of travel and actively supports that in their work and interactions</li> <li>Takes the initiative to improve outcomes because they can explain the difference they have made</li> <li>Supports others to achieve a work-life balance and makes time for others when they need someone to listen to them</li> <li>Enlightens people when they have made a difference and shows appreciation through internal recognition schemes</li> </ul>	E E E E	A/I A/I A/I A/I
We <b>RESPECT</b> all communities, they are the heart of everything we do	<p><i>TOWER Behaviour e.g.</i></p> <ul style="list-style-type: none"> <li>Actively listens to customers and takes steps to making things better for customers</li> <li>Shares customer feedback as appropriate to improve the customer experience</li> <li>Takes ownership and does what they say they will do, within a set timeframe</li> </ul>	E E E	A/I A/I A/I

	<ul style="list-style-type: none"> <li>Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.</li> </ul>	E	A/I
<b>Additional Requirements</b>	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.		