

# SENIOR ACCOUNTANT

## Job Description

|                      |                                    |                               |       |
|----------------------|------------------------------------|-------------------------------|-------|
| <b>Directorate:</b>  | Finance                            |                               |       |
| <b>Service:</b>      | Financial Management (Operational) |                               |       |
| <b>Location:</b>     | County Hall, Preston / Hybrid      |                               |       |
| <b>Salary range:</b> | £44,7111 - £49,764 pa              | <b>Grade:</b>                 | 10    |
| <b>Reports to:</b>   | Principal Accountant               | <b>Staff responsible for:</b> | 2 – 6 |

### Job Purpose

- Responsible for financial reporting, budgeting, and strategic financial planning for a specified area of the business, contributing to the overall financial health and stability of the council.
- Work collaboratively and closely with senior management and stakeholders within a specified area of the business to provide advice, guidance and support on all areas of financial management and compliance.
- Manage a team of finance professionals.

### Accountabilities/Responsibilities

- Manage and mentor a team of finance professionals, providing guidance, support, and training to develop their skills and ensure high performance.
- Working with the Principal Accountant for the relevant service area, develop and promote a culture of continual professional development of all team members.
- Manage the production of accurate and timely financial reports, including annual statements of accounts, budget monitoring reports and management accounts, reporting to the Principal Accountant and Head of Service.
- Manage and direct the team through budgeting process for a specified area of the business, working closely with directors and heads of service and other budget holders to develop robust budgets aligned with strategic objectives. Monitor budget performance and provide financial forecasts to support decision-making.
- Ensure compliance with relevant accounting standards, statutory regulations, and internal financial policies.
- Be a point of contact for external auditors for a specified area of the business, facilitating the audit process and addressing any audit findings or recommendations.
- Contribute to the development and implementation of financial policies, procedures, and controls to enhance financial governance and transparency.

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- Evaluate existing provision and monitor service developments to recommend large scale service improvements for decision by senior management e.g., reviewing service delivery models.
- Build effective, collaborative, working relationships with internal stakeholders, including senior management and elected members, providing financial advice and guidance, as required.
- Support the design and delivery of medium to large projects to resolve service issues or to achieve service improvements.

## Other

- **Equal Opportunities**  
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**  
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**  
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**  
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**  
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

## Our Values

### We expect all our employees to demonstrate and promote our values:

- **Supportive**  
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**  
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**

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We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

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## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

- Qualified accountant (CCAB), or equivalent, or substantial experience in a senior finance role, preferably within a local government environment.

### Experience

- Significant experience in a financial management role within a large and/or complex organisation.
- Proven experience in financial reporting, budgeting, and financial analysis.
- Management and development of teams to ensure high quality service delivery.
- Experience of working across services within multi-disciplinary teams.
- Experience of working closely and building relationships with budget holders and senior managers to support decision making and service developments.

### Essential knowledge, skills & abilities

- Strong managerial skills with the ability to motivate and develop a team.
- Knowledge of accounting principles, financial regulations and best practice within public sector financial management.
- Ability to develop relationships at senior levels, both internal and external to the council.
- Ability to plan and organise a range of complex activities and priorities for the team of professional finance staff.
- Ability to work collaboratively in a fast-paced environment and manage competing priorities effectively.
- Sound IT skills, including proficiency in financial management systems and advanced Microsoft Excel skills.
- Understanding of the activities and objectives of local government, both current and future.

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- Ability to support services with projects and development of proposals to support future service delivery.

## **Other essential requirements**

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.