

Rutland County Council

Job Description

Job Title:	Accountant
Grade:	PO2
Department:	Resources
Team:	Finance
Line Manager:	Finance Manager

Purpose of the Job:

To be one of three finance professionals supporting the Directorates as specified by the Finance Manager and to provide an efficient and effective financial management service to the Council.

Contribute to the delivery of an innovative, forward thinking Financial Management Service.

Key responsibilities:

1. Prepare revenue and budgets and final accounts for the Directorates.
2. Prepare monthly and quarterly revenue budgetary control reports for budget holders, senior management and elected Council Members.
3. To complete statutory grant claims, returns and reports, ensuring appropriate information is collected in a suitable format.
4. To advise and assist colleagues across the Council on financial accounting & management practices so that budget managers are able to discharge their financial responsibilities and manage resources effectively. Provide financial advice to working groups, with the objective of further developing the financial management within the Council
5. To monitor and promote best practice in financial management within the Directorates and across One Council. Undertake special projects and Council-wide accountancy tasks under the direction of the Finance Manager.
6. To liaise with other partners, stakeholders, internal and external audit, government departments, inspectors on financial issues, including representing the authority at relevant meetings.
7. To keep up to date with relevant legislation, policy and grants, their implications for operational changes within the Directorates, ensuring that the Departmental Management Teams (DMT) and relevant senior officers are advised, and develop and implement appropriate responses
8. To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedure rules.



9. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
10. To manage and develop a motivated team and ensure they are developed in their role through effective use of 1-1s, Performance Development Reviews and effective performance management.

Dimensions

Line management responsibility for 1 member of staff; indirect line management of 2 staff.

No direct budget responsibility

Relevant dimensions:

- Council budget of c£35m

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications:

CCAB Qualified/ or in final year of qualification

Experience:

A broad range of experience in a public service accountancy environment

Experience of providing financial advice and support to operational staff and senior management

Experience of writing reports

Experience of managing resources including staff management

Experience of implementing and managing change and service improvement.

Knowledge:

In depth knowledge of accounting and financial management regulations and practice

Skills:

Able to manage and prioritise workload(s) to meet deadlines

Competent in the use of computerised accounting systems, spreadsheets and word processors

Good interpersonal skills, able to relate to a wide range of people

Highly numerate, able to analyse and interpret complex financial information for presentation to a wide range of people

Able to write clearly, concisely and accurately

Good proactive and problem solving skills

Values:

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice

Committed to providing high quality services

Able to think through issues logically and clearly and listen to differing points of view

Willing to respond flexibly to on-going changes within the Local Government financial environment

Able to relate well to members of the public

Able to attend meetings outside of normal working hours from time to time

