# **JOB DESCRIPTION**

# **RESOURCES AND DEVELOPMENT DEPARTMENT**

**JOB TITLE:** SENIOR ACCOUNTING & FINANCE OFFICER

**DIVISION:** CORPORATE FINANCE

**GRADE:** BAND 12

**RESPONSIBLE TO:** HEAD OF FINANCE

**POST REF NO:**  101412

**Job Purpose**

Senior Accounting and Finance Officers are key members of the Corporate Finance Section. Staff will be expected to interpret their role in the context of the vision, values, strategies, objectives and aims of the Chief Executives Department, and in the broader context of the Council and its partners. In carrying out their role they will be contributing to the development and implementation of national and local policy.

Staff will be expected to contribute constructively to continuous improvement in terms of performance, outcomes, cost and quality. They will promote positive team working with colleagues across the Council, and work in partnership with staff from other agencies, representatives of users and carers, and elected Members as required.

**Generic Responsibilities**

1. To assist in the provision of Accountancy Services to the Council, Policy Committees, departments, Schools and Cleveland Fire Authority (CFA) (where appropriate), which includes:

* the preparation of annual and multi-year revenue and capital estimates, including salary estimates;
* the monitoring of revenue and capital budgets, grants and other special funding;
* the preparation of final accounts and the annual statutory accounts in accordance with relevant accounting and statutory requirements;
* providing financial guidance and support to service departments, schools and CFA for new grant funding regimes and subsequent monitoring to ensure compliance of grant conditions including completion of relevant grant claims;
* the completion of various statutory returns and financial statistics including, but not limited to, Section 251, Consistent Financial Reporting, ASC-FR, APSE, RO and RA returns;
* operation of accountancy systems as required;
* financial evaluation of new projects and policies;
* advising upon and implementing legislation and Government circulars;
* financial advice to service departments CFA and Schools;
* assisting budget holders in understanding and managing their budget position;
* assisting in the preparation of financial management reports;
* coordinating and monitoring the recovery of income from other bodies (such as the NHS/CCG) for jointly-funded services such as Adult Social Care;
* undertake day to day management of the Councils money markets in accordance with the Council’s Treasury Management policies and procedures;
* act as liaison with the Payroll Section to ensure that payroll data from Resourcelink is costed correctly in the financial system;
* Co-ordinate the annual review of means tested allowances within Children’s Services to ensure all assessments are completed in a timely and accurate manner.

2. Assist in the development of financial systems to support budget holders and Head Teachers.

3. Assisting in the completion of Hartlepool’s local fair funding formula for Schools under the strategic direction of the Head of Finance and/or Group Accountant.

4. Training for budget holders, School Support Staff, Head Teachers and Governors as required.

5 Preparation of reports and attendance at meetings as required including, but not restricted to, Governor Meetings, Trust Funds, Senior Management Team, Children’s Review Panels and Partnership Boards

6. Assist in the preparation of charging strategies and business plans under the strategic direction of a Head of Finance and/or Group Accountant.

7. Provision of Accountancy Services for Academies, including dealing with External Audit queries under the direction of the Head of Finance/ Group Accountant.

8. Coordination and completion of the Councils Asset Register, ensuring compliance with the relevant accounting and statutory requirements.

9. Any other duties and responsibilities of a related nature which may be required and allocated by the Head of Finance or Director of Finance and Policy.

**Developments**

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any such changes will naturally be the subject of discussion and consultation.