Role profile

**Financial Accountant**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Finance |
| **Reports to** | Corporate Accounting Manager |
| **Job family** | Professional and Technical |
| **Grade** | I |
| **Political restricted?** | N |
| **DBS required?** | N |
| **Date** | March 2025 |
| **JE Code** | JE2206 |

Key deliverables

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| **1** | The preparation and audit of the Statement of Accounts, producing the key financial statements and notes to the accounts, prepare working papers templates, review and challenge service working papers and liaise with service teams on key issues. |
| **2** | Prepare revenue disclosures and evidenced accounting entries for corporate disclosures. Review of all balance sheet entries and provide management of audit queries from external audit, ensuring responses are timely and complete |
| **3** | Assist in the production of key financial statements, liaising with stakeholders, notes to the accounts and Group Accounts and respond to audit queries as required. ~~The role will include~~ Preparation of journals, virements and accruals (as appropriate), ensuring that these are supported with robust working papers and are only processed where essential to maintain the integrity of the accounts. |
| **4** | Ensure that robust financial management systems and processes are in place, whilst seeking opportunities to streamline processes. To review all changes to the chart of accounts, ensuring the financial system integrity for financial reporting. Ensure accurate and reconciled control Accounts that feed into the Council’s Balance Sheet and complete a full Balance Sheet review to ensure accurate accounting and challenge KPI performance for financial performance. |
| **5** | Ensure accurate submission of grant returns and claims, ensuring evidence and working papers are accurate and clear. Responsible for the completion of the WGA, RO Form and other revenue returns, ensuring variations are explained and service teams sign off their relevant service areas. Complete other statutory returns and review benchmarking outputs to investigate where we are an outlier and identify areas of improvement. |
| **6** | Coordinate with the finance teams to prepare the consolidated monitoring position to both senior management and Cabinet, including draw down and review of reserves and balance sheet positions. |
| **7** | Ensure compliance of services with Financial Regulations (scheme of delegation, procurement thresholds etc.) and look to improve how we share information on good financial management (such as the content and accessibility of the finance intranet site). Provide positive assurance looking to promptly evidence or escalate issues. |
| **8** | Provide support and team resilience to the Financial Accountant -VAT, assisting in the completion of VAT returns for the Council, HMRC and audit queries, and provision of VAT advice. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | Qualified accountant (CCAB) together with detailed knowledge of CIPFA code of practice and a strong financial accounting background. |
| **2** | Excellent spreadsheet skills and proven ability to undertake complex financial calculations using different data sets. |
|  | Proven ability to explain complicated and technical information in a manner that can be understood by others with different levels of knowledge on the subject |
| **3** | . Possess excellent communication skills with proven ability to prepare presentations and report writing including preparation of statement of accounts, cabinet and the scrutiny committees, together with liaison with external stakeholders e.g., external audit. |
| **4** | Demonstrable experience of financial reporting in a complex organisation which should include some experience in working in a public sector organisation. |
| **5** | Inquisitive and challenging with the proven ability to apply innovative and creative thinking to service challenges within a fast-paced environment. |
| **6** | Proven developed skills in inputting, extracting and manipulating data within spreadsheets are essential for this role. |

Job family

**Professional and Technical (Grade I)**

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| **Colleague expectations**   * Be professional at all times * Work together for the good of the team, city council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Manager expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level roles will have many day-to-day professional, technical and management issues to deal with but must also take a longer-term view of the service sector they support, assessing its changing needs and demands and making significant contributions to resource planning. This will see job holders dealing with serious issues without recourse to managers and making autonomous decisions based upon their specialist knowledge and dedicated experience.

**The knowledge and skills required**

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs at this level will use a range of equipment requiring precision in their use and handling.

**Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by service management.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of city council services, finance or other major asset(s).

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.