Financial Accountant (Financial Planning & Reporting

 JE Code: JE2481



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service:** | Professional Finance |
| **Reports to:** | Senior Finance Manager (Corporate Accounting) |
| **Job Family:** | Professional & Technical |
| **Grade:** | I |
| **Political restricted:** | N |
| **Date:** | January 2023 |

**Key Deliverables**

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| **1.** | The role will assist with the production of the MTFP and reporting. It will be responsible for co-ordinating finance teams on the preparation of fees and charges schedules, modelling the impact of budget decisions e.g., salary and pension increases, tracking the use of corporate budgets and one-off funding. |
| **2.** | The role will assist the Senior Finance Manager in the preparation and reporting of amendments to the Capital Programme, including working with Tariff Manager on preparation of the Tariff Programme for the annual budget process, ensuring the Tariff programme is aligned to the Capital Programme and its financing. |
| **3.** | The role will coordinate with the finance teams to prepare the consolidated monthly revenue and capital monitoring position to both senior management and Cabinet, including draw down and review of reserves and balance sheet positions. |
| **4.** | The role will ensure accurate submission of grant returns and claims, ensuring evidence and working papers are accurate and clear. The role will be responsible for the completion RA Statutory return, ensuring variations are explained, production of the budget book and council tax leaflet. |
| **5.** | The role will assist in the production of key financial statements and notes to the 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. |
| **6.** | 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. |

*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 council wide needs*

**Essential Requirements (key skills & 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 ability to undertake complex financial calculations using different data sets. |
| **3.** | Be able to explain complicated and technical information in a manner that can be understood by others with different levels of knowledge on the subject. The role must have strong communication skills to enable preparation of 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.** | 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 ability to apply innovative and creative thinking to service challenges within a fast-paced environment. |
| **6.** | Developed skills in inputting, extracting and manipulating data within spreadsheets are essential for this role. |



Job Family

Professional/Technical

Grade I

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| **Colleagues expectations*** Be professional at all times
* Work together for the good of the team, 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
 | **Managers 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
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Professional/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 Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role characteristics

At this level job holders use their extensive experience and postgraduate level professional knowledge to take a lead in complex interactions with others, delivering change by evidence-based argument and persuasion. They exert professional influence on the organisational structures and procedures within their working area to enhance productivity, efficiency and customer satisfaction.

### The knowledge and skills required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs 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.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action which they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

**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 facing 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 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 from deadlines, interruptions or conflicting demands.

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.