

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Chief Accountant
Salary:	£50,884 - £53,936 per annum
Grade:	15
Hours:	37 per week
Team:	Financial Accounting
Service Area:	Finance
Primary Location:	County Hall, Oxford, with some flexible working available
Budget responsibility:	None
Responsible to:	Assistant Director of Finance
Responsible for:	Financial Accounting Team (5 staff)

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

You report to an Assistant Director of Finance for line management, but are accountable to the Director of Finance for providing the technical advice, insight and interpretation of Financial Accounting Standards and Regulations; producing the Annual Statement of Accounts and other statutory returns, and managing the External Audit process. You will routinely report to the Finance Senior Management Team (Director of Finance and the Assistant Director of Finance).

You will be a part of the Finance Leadership Team and will manage the Financial Accounting Team consisting of five staff.

You will maintain the financial accounting system and monitor performance to ensure the accuracy and integrity of financial information and accounting processes. You will ensure the accurate and timely completion of statutory reporting on the council's finances, including the annual Statement of Accounts; and, will provide advice and guidance to Senior Managers and Members on the financial accounting standards, requirements and performance.

You will also be responsible for the quality monitoring of finance policies, procedures and guidance.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

- To provide expert Financial Accounting advice, interpretation and insight to the Director of Finance, CEDR and Members.
- To review, maintain and monitor the financial accounting systems and processes, to ensure the accuracy and integrity of accounting transactions
- To be responsible for planning and monitoring the year end closedown of the accounts for both revenue and capital; and production of the final accounts of the Council within the statutory and professional framework and reporting to Audit & Governance Committee, ensuring that effective communication and training is provided to all relevant officers and Members;
- To co-ordinate and complete Whole of Government Account returns and other statutory returns for both revenue and capital in accordance with (statutory) deadlines;
- To manage the External Audit, and relationships with Partners on all matters relating to financial accounting and the final accounts;
- To interpret new regulations and legislation and ensure effective implementation including providing briefings to key stakeholders.
- To ensure trust funds are accounted for in accordance with legislative and professional requirements;
- To maintain and fulfil internal and external reporting requirements in respect of the Fire-fighters Pension Fund Accounts;
- To be responsible for the management of VAT and Taxation, working with the IBC (The OCC Shared Services Partner, and provider of the taxation service).
- To act as an OCC “Accountancy Professional Lead” in the Shared Services Partnership.
- To ensure up to date guidance on accounting policies and procedures are maintained and effectively communicated throughout the Council;
- To oversee the monitoring and maintenance of Financial Regulations and Financial Procedure Rules coordinating updates to ensure they stay relevant; and manage the development and the quality monitoring of finance policies, procedures and guidance maintained on the Intranet.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](#).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
CCAB Qualified with significant post qualification Finance / Accounting experience.	A,I,D
Experience of producing accounts for a large complex organisation within a statutory accounting framework (experience of producing Local Authority accounts is desirable)	A,I
Experience of liaising with external auditors and managing the external audit process	A,I
Extensive knowledge and understanding of financial policy, practices, procedures and legislation, with an aptitude for understanding and interpreting new and changes to regulations and legislation.	A,I,T
Extensive knowledge of local government and wider sector / external influences including political sensitivities.	A,I
Excellent communicator, who can communicate effectively to a wide range of audiences including members, in order to inform, instruct, persuade and encourage feedback.	A,I,T
Strong ICT skills including extensive knowledge and ability to use spreadsheets; and able to utilise business systems effectively.	A,I
Experienced in working with Senior Managers with the professional knowledge and ability to influence decisions, address poor performance and identify opportunities and innovation through sound reasoning, risk assessment and a sound understanding of the organisational objectives over the short, medium and long term.	A,I
Experience in the identification and appraisal of financial risk, with the ability to apply a proportionate approach when advising on the management of those risks consistent with the council's risk appetite.	A,I
Experience and aptitude to work collaboratively with Members, colleagues, and partners in problem solving and making informed and insightful decisions	A,I
A lateral thinker who is highly motivated, positive and inquisitive with an aptitude for learning, problem solving, developing innovative ideas, and continuous improvement.	A,I
Willing and flexible attitude with excellent organisation and time management skills	A,I
Behaviours and Key Competencies	A,I
The following are the generic behaviours expected from all finance staff	



<ul style="list-style-type: none"> - Has a positive and optimistic attitude - Always looks to improve ways of working - Is inquisitive and actively owns and seeks to solve problems - Takes personal responsibility to find things out and develop and share knowledge - Communicates and collaborates pro-actively - Builds trust-based relationships - Demonstrates ethical behaviours as set out in the ethical standards framework <p>These staff behaviours will be demonstrated in conjunction with the following key competencies</p> <ul style="list-style-type: none"> - Is commercially aware – i.e. understands the cost drivers and true costs of services and considers the value in everything we do. - Able to listen, understand, and respond constructively to the viewpoints of others. - Able to challenge constructively, join the dots, and see the wider implications, across services, processes and issues. - The ability to communicate clearly and openly with others in order to inform, instruct, persuade and encourage feedback. - Demonstrates a can-do attitude and focuses energy and commitment on achieving positive results that are critical to the organisations success. - Understands the role of the organisation, and the needs and expectations or internal and external customers, working professionally and innovatively to meet or exceed those needs and expectations - Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative idea, solves problems and continually improves performance. - Collaborates and consults with others effectively, in joint pursuit of team and organisational goals. - Understands the environment in which the organisation operates and considers the financial and wider commercial implications of their decisions and actions. - Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role and ensure continuous development 	
Desirable Criteria	Assessed By:
Knowledge of the financial framework in which the Council operates e.g. Constitution, Financial Procedure Rules / Regulations	A,I
Relevant experience in Local Government	A,I
Relevant experience of using SAP	A,I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting



<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

