

Job Summary & Person Specification

Job Title:	Accountant
Job Ref No:	HCC2666393
Department:	Corporate Services
Branch / Section:	Corporate Resources – Finance
Grade:	G

Job Purpose:

The delivery of effective and efficient financial accounting services to the County Council, its partners and other external organisations. This includes the interpretation of financial regulations and procedures, as well as the provision of financial analysis, advice and guidance which enable the business to deliver its business goals. An assessment of risk and consideration of change issues which impact the business is key, together with a proactive approach to ensuring the organisations make best use of their resources.

Main Responsibilities:

- Manage resources within the team to ensure completion of agreed processes for budget planning, budget monitoring, month-end and year-end, and closing of the accounts are completed within required timescales. This includes the preparation of statutory returns and accounting statements, the provision of financial information and analysis to other finance staff to support preparation of annual budget proposals as well as an analysis of budget variances to support budget monitoring reporting in line with required timescales;
- Provide support to Senior Management for the provision of information and financial analysis to support understanding of operational financial performance (e.g. production of draft budget monitoring reports) as well as provision of support and other resources for strategic development work, in line with agreed priorities;
- Provision of strategic analysis, interpretation, planning and advice, including identification of financial risks, and undertaking a lead role to support the implementation of new initiatives / change management activities and service development in consultation with Senior Management;

- Identification of emerging financial issues in order to propose creative solutions which will best meet customers needs, and gain best value for money, including development of performance measures / indicators to support departments' planning processes;
- Represent other senior finance staff as appropriate at meetings;
- Liaison with Senior Managers across the County Council and its partners, developing a full understanding of business/services delivered to provide high quality financial support and to perform the role of critical friend;
- Direct line management of a team, including carrying out individual performance planning, monitoring sickness absence, development reviews, identifying and contributing toward training requirements of staff (e.g. provision of coaching);
- Ensure staff are aware of and apply corporate and departmental equalities and health and safety and sustainability policies and procedures.

Person Specification:

Essential Qualifications	<ul style="list-style-type: none"> • Fully qualified accountant (i.e. CCAB), with post qualification experience.
Desirable Qualifications	<ul style="list-style-type: none"> • N/A
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Demonstrate strategic awareness of the key accounting functions of budget preparation, budget monitoring, month-end close and preparation of year end accounts; • Management of team members including performance management, motivation and personal development, and development of expertise in technical financial areas of work; • Effective communication and networking skills at all levels to achieve a desired outcome (skills include verbal, written and presentation skills. Able to influence decision making; • Establish effective working relationships with people at all levels; • Identify, develop and foster key partnerships with customers and suppliers; • Demonstrate an aptitude for leadership and project management; • Think analytically and demonstrate effective problem solving skills; • Be creative and innovative and able to apply this to produce business relevant solutions; • Effective change management to improve performance both within the department and other supporting departments; • Work under pressure to tight deadlines; • Prepare reports to public issue standard for consideration by Members;

	<ul style="list-style-type: none"> • Write concise reports for senior management; • Demonstrate strong interpersonal skills; • Commitment to customer care and continuous improvement; • Must be prepared to work flexibly to achieve business objectives; • Able to display professional development beyond that acquired during the normal course of a job or formal training and commitment to continuous professional development.
Desirable Knowledge, Skills and Experience	<ul style="list-style-type: none"> • N/A

Working Conditions:

The following section provides an outline of the working conditions that may be encountered in this role.

- Display screen equipment user
- Manual handling of objects up to 5kg (less than daily requirement)
- Driving: HCC pool vehicle, own vehicle for work purposes, HCC-badged vehicle

The information contained in this document is meant for the purpose of recruitment and selection only. A copy of the formal Role Profile that has been used to evaluate the pay and grade information for this post using the Hay Evaluation Tool is available on request from the Recruitment Team via recruitment@hants.gov.uk. Please quote: Role Profile Title: Accountant / Role Profile Reference Number – 00149.