

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Part Time Senior Accountant (Fixed Term Contract - 6 months)
REFERENCE:	RES272
SALARY SCALE:	PO5-8 (scp 35-38) £46,142 to £49,282 per annum pro rata
HOURS OF WORK:	2 days per week (Thursday and Friday)
POST NO:	E40
SERVICE AREA:	Accountancy Section
RESPONSIBLE TO:	Head of Financial Services
RESPONSIBLE FOR:	-
JOB PURPOSE:	Preparation and monitoring of capital and revenue budgets and final accounts for a range of services. To provide assistance and advice to the Director of Resources and Head of Financial Services on the impact of changes in Government legislation and technical accounting issues.

KEY RESULT AREAS:

- Responsible for analysing service costs and income trends, financial commitments, and obligations in order to prepare the revenue budgets and closure of the final accounts for Health and Housing Committee services.
- To provide assistance with the preparation of the budgets for the Council's Capital Programme and also with the closure of the capital accounts as part of the final accounts process, covering all service committees.
- Report to the corporate management team and elected members on the financial performance of services compared to budgeted costs and income.
- To monitor the overall budget position on the Council's Financial Management System.
- To help develop accounting guidelines and policies in line with the CIPFA Accounting Code of Practice and other professional practice statements, ensuring that the work carried out is of a standard that conforms to professional practice statements and internal standards.
- To analyse any changes in Council Policies and advise on their financial implications. Also, to advise on the implications of national technical accounting changes and advise on the financial implications of Government legislation changes.

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- To research and assist in developing and introducing innovative approaches to service delivery across the Council.
- To provide financial advice to staff both within Financial Services and within other service areas and departments. To assist in the supervision, training and development of staff including devising and delivering training courses on financial issues.
- To undertake specific assignments as directed by the Head of Financial Services or Director of Resources.
- To prepare the Whole of Government Accounts return.
- Preparation of the Quarterly Revenue Outturn, Final Revenue Outturn, and various Capital returns to Government departments.
- The completion of various statistical returns and grant claims for Health and Housing Committee services.
- Act as the Accountant responsible for the financial administration of any grant funding for which the council has been designated the Accountable body.
- Representing the Director of Resources at inter-departmental working groups as required.
- Monitoring and reconciliation of all Health and Housing Committee suspense accounts
- To adhere to the Council's policies, including equal opportunities and health and safety.
- Such other duties that may be assigned appropriate to the post.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Member of CPFA or other CCAB. Applications will also be considered from those in the final year of CPFA or other CCAB studies. Applications will also be considered from those who are fully qualified AAT with extensive on the job accountancy experience, and therefore qualified through experience.		Application Form
A full UK Driving licence and access to a vehicle.		Application Form
Experience		
Previous experience of preparing budgets and budget monitoring.		Application Form/ Interview
Practical experience of preparation of final accounts.		Application Form/ Interview
Experience of providing regular financial management information/advice to tight deadlines.		Application Form/ Interview
Specific experience and understanding of financial and management reporting.		Application Form/ Interview
	Post-qualification experience in Local Authority Finance.	Application Form/ Interview
	Practical experience of attending committee meetings and working groups.	Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Up to date knowledge of local government finance.		Application Form/ Interview
Excellent technical accounting and analytical skill with a high level of numeracy and eye for detail.		Application Form/ Interview
Excellent written and oral communication skills especially the ability to understand and convey detailed technical matters.		Application Form/ Interview
Excellent time management skills and the ability to prioritise work.		Application Form/ Interview
Excellent Microsoft Excel skills including using/developing complex spreadsheets for financial modelling.		Application Form/ Interview
Strong general IT skills with the ability to learn other IT packages quickly.		Application Form/ Interview
Excellent financial report writing and presentation skills.		Application Form
	Knowledge of Capital Finance.	Application Form/ Interview
Additional		
Self-motivated and able to work independently without close supervision.		Interview
Flexible and adaptable approach.		Interview
Ability to work as part of a team.		Interview