

JOB DESCRIPTION

Post: Financial Accountant
Grade: Band F **Job Evaluation Ref:** C1133
District/Department: Finance
Sector/Section: Finance
Location: PHQ, Suffolk / OCC, Wymondham
Reporting to: Head of Financial Accounting and Specialist Functions

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

Provide a comprehensive and effective Financial Accounting service including overseeing specialist functions such as data and accounting system integrity, treasury management, capital accounting and reporting

2. Main activities of the role *(This list is not exhaustive)*

- Support the Head of Financial Accounting and Specialist Services in the delivery and production of the statement of accounts, ensuring that all relevant accounting standards and guidance are applied
- Provide guidance on the implications of changes to Accounting Codes of Practice and other Technical Accounting developments to Chief Finance Officers and Finance Staff
- Lead on accounting data integrity
- Contribute to the development of the roadmap and implementation of an early closedown timetable, including in-year hard close
- Lead development and continuous improvement of accounting data integrity to include consistent approach across Norfolk and Suffolk reporting entities
- Manage and lead a team of Specialist Accountants
- Support the annual audit of the accounts, ensuring provision of working papers and meeting external audit requirements
- Liaise with and assist Internal Audit and implement agreed recommendations.
- Lead on Specialist Accounting areas as required including PFI and Leasing
- Any other duties that are commensurate with the role and grade as may be requested by management

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.

PERSON SPECIFICATION

Post: Financial Accountant

District/Department: Finance

Location: PHQ, Suffolk / OCC, Wymondham

Essential Criteria

1. Part qualified CCAB accountancy qualification (to Skills Level (ACCA) or Management Level (CIMA)) or comparable equivalent
2. Proven experience of involvement with preparation of Statement of Accounts
3. Demonstrate effective verbal communication and interpersonal skills with the ability to create and maintain positive working relationships with internal and external customers
4. Proven ability to manage and motivate a team
5. Demonstrate technical accounting knowledge including IFRS
6. Proven ability in managing computerised accounting systems including spreadsheets and databases.
7. Proven ability to manage change, meet deadlines and achieve objectives under pressure

Desirable Criteria

1. CCAB accounting qualification
2. Knowledge of public sector accounting procedures and the Local Authority Accounting Code of Practice