

<b>Role Title</b>	<b>Principal Finance Officer</b>
<b>Team</b>	<b>2 Vacancies</b> <b>1 x Finance &amp; Accountancy Regeneration</b> <b>1 x Children &amp; Young People Finance</b>
<b>Job Family</b>	<b>Finance</b>
<b>Competency Level</b>	<b>Principal Officer/Manager</b>
<b>Pay Range / Scale</b>	<b>PO3</b>
<b>Purpose</b> To provide a business focussed, strategic financial advisory and support service to specific directorate divisions, ensuring effective management of resources, proper accountability, control and compliance with corporate standards and statutory obligations.	

<b>Generic Accountabilities</b>	<b>End Results/ Outcomes</b>
<ul style="list-style-type: none"> <li>• Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information.</li> <li>• Manage escalated or complex customer issues within the relevant area.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert advice, information, interpretation and support are provided on the full range of technical / professional issues within the area of responsibility.</li> <li>• Issues are managed through to a satisfactory conclusion.</li> <li>• Risk to the Council is minimised.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the development of service plans to meet strategic business goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic and operational input is provided to wider business planning and development.</li> <li>• Customer needs are identified.</li> <li>• Services meet legislative and policy requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• Research developments in relevant area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant information / data are managed efficiently and accurately.</li> <li>• Accurate and relevant information / reports / documentation are produced.</li> <li>• Trends and issues are identified and prioritised.</li> <li>• Statutory and procedural obligations are fulfilled.</li> <li>• Management decision making is supported.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead on the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to systems, policies and / or procedures are identified and recommended.</li> <li>• All updates, amendments, developments are tested and approved prior to delivery.</li> <li>• Customers receive prompt, accurate policy / procedural updates.</li> <li>• Service standards are improved.</li> </ul>

<ul style="list-style-type: none"> <li>• Work closely with others to support/manage the development and delivery of improvements in processes and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues.</li> <li>• Agreed improvements are developed, delivered and evaluated.</li> <li>• Issues and recommendations are brought to the attention of senior managers.</li> <li>• Benchmark against best practice authorities and centres of excellence.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</li> <li>• Evidence based recommendations are made.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage a portfolio of Projects and Reviews.</li> <li>• Lead on specific projects as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are delivered to agreed specification, timescales and budgets.</li> <li>• Change initiatives are successfully integrated and implemented across all impacted service areas.</li> <li>• Value for money is achieved.</li> <li>• Ongoing savings secured.</li> </ul>
<ul style="list-style-type: none"> <li>• Co-operate with and support colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Colleagues are supported.</li> <li>• Required information is provided.</li> </ul>
<ul style="list-style-type: none"> <li>• Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</li> </ul>	<ul style="list-style-type: none"> <li>• All policies and procedures are complied with.</li> </ul>
<ul style="list-style-type: none"> <li>• Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Work is carried out in a way that is safe and without risks to health.</li> </ul>

Job Specific Accountabilities:	
<ul style="list-style-type: none"> <li>• To lead in the preparation of the annual estimates for a service area culminating in the Budget and Council Tax Setting report to Council.</li> </ul>	<ul style="list-style-type: none"> <li>• A balanced budget is set for the Council and the Council Tax is set by the statutory deadline.</li> </ul>
<ul style="list-style-type: none"> <li>• To lead in the year-end closure of the accounts for a service area culminating in the Outturn report to Cabinet and the preparation of the Statement of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts are closed accurately and in line with Government timescales.</li> </ul>

<ul style="list-style-type: none"> <li>To lead in the monitoring and reporting of financial performance against capital and revenue budgets and investigating variances for a service area.</li> </ul>	<ul style="list-style-type: none"> <li>Accurate financial reports provided to senior managers and Councillors. Support given to cost centre managers as required.</li> </ul>
<ul style="list-style-type: none"> <li>To calculate, analyse and complete comparative statistics. Provide financial input into questionnaires, grant/subsidy claims, statutory and other government returns.</li> </ul>	<ul style="list-style-type: none"> <li>Financial information is accurately recorded on submissions and returns both internal and external.</li> </ul>
<ul style="list-style-type: none"> <li>To reconcile general ledger accounts on a regular basis and produce year end statements.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure errors are picked up in a timely manner and investigated and that all draw-downs/payments from the General Fund are accurate.</li> </ul>
<ul style="list-style-type: none"> <li>To provide financial information to senior officers, Councillors, Internal and External Auditors and FOIs as required.</li> </ul>	<ul style="list-style-type: none"> <li>All enquiries answered accurately and in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>To undertake such other duties and responsibilities of a comparable of lesser level as required.</li> </ul>	<ul style="list-style-type: none"> <li>Accountancy performance maintained at highest level possible.</li> </ul>
<ul style="list-style-type: none"> <li>To understand with the Council's Equal Opportunities Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Council's Equal Opportunities Policy complied with and implemented.</li> </ul>

### Nature of Contacts

- Typically involves Heads of Service and Senior Managers across the authority, along with external agencies and organisations.
- May involve direct contact with members of the public.
- Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances. Deal with people at all levels confidently, sensitively and diplomatically.
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### Procedural Context

- Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-to-day problems without always referring to others.
- Decisions will be made based on Council procedures.

## Resourcing

- Budget Responsibilities: Could include a service area comprising a number of cost centres, either front-line or support services.
- Supervisory Responsibilities: Occasional supervisions/direction of Graduate Trainee accountants and AAT trainees

## Knowledge, Skills and Experience

- Ability to implement sound and prompt solutions in the event of real, or potential, reconciliation difficulties in key systems.
- Aptitude for numeracy.
- Ability to encourage effective budgetary control and to assist in the identification of corrective strategies to contain expenditure within Budget.
- Ability to assist to monitor progress against timetables and to implement corrective strategies in the event of slippage or potential problems.
- Ability to assist in identifying potential changes to systems or processes to improve the timeliness and robustness of the reconciliation process.
- Good communication skills.
- Commitment to a scheme of Job Rotation.
- Self-motivated, and able to demonstrate initiative and commitment.
- IT skills, including Microsoft Office suite, and skilled in the use of a computerised general ledger system
- Experience of SAP an advantage

## Indicative Qualifications

- AAT qualified or equivalent work experience and training
- Excellent ICT skills , including high proficiency in Excel and Word
- Excellent standards of written and verbal English

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.