

<b>Role Title</b>	<b>Principal Accountant Corporate</b>
<b>Team</b>	<b>Financial Planning</b>
<b>Job Family</b>	<b>Finance</b>
<b>Competency Level</b>	<b>Principal Officer / Manager</b>
<b>Pay Scale</b>	<b>PO6 - £45,834 to £48,819 per annum</b>
<b>Purpose</b> To lead on providing a strategic financial advisory, planning and support service for the central directorates and to contribute to the overall strategy finance function. To deputise for the PO9 Group Accountant Corporate as required.	

<b>Generic Accountabilities</b>	<b>End Results/Outcomes</b>
<ul style="list-style-type: none"> <li>Plan and ensure service delivery within a diverse environment. Control activities within the service area and ensure professional standards are delivered.</li> </ul>	<ul style="list-style-type: none"> <li>The service is delivered to the quality, Council, professional and legislative standards required.</li> <li>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</li> <li>Corporate strategies are effectively implemented within area of responsibility.</li> <li>Service delivers excellent customer service.</li> </ul>
<ul style="list-style-type: none"> <li>Advise Directors, Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations.</li> </ul>	<ul style="list-style-type: none"> <li>Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative and strategic issues within the field of expertise.</li> <li>Responses to major corporate or partner initiatives / complex strategic or operational issues are managed effectively.</li> <li>Major issues are managed through to a satisfactory conclusion.</li> <li>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure the development and delivery of continuous improvements in all aspects of the service.</li> </ul>	<ul style="list-style-type: none"> <li>Improvements are developed and delivered effectively.</li> <li>Stakeholder requirements are met.</li> </ul>

<ul style="list-style-type: none"> <li>Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.</li> </ul>	<ul style="list-style-type: none"> <li>Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff.</li> <li>The team is highly competent, effective, motivated and outcomes focussed.</li> <li>Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</li> <li>Effective team meetings take place to required timescales.</li> <li>Regular supervision is undertaken and clear objectives set and monitored through the Council's Appraisal process.</li> </ul>
<ul style="list-style-type: none"> <li>Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Resources including, equipment, people, and systems are utilised optimally and efficiently.</li> <li>Budgets are planned, developed and delivered. Value for money is maximised.</li> <li>Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.</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>Ensure the successful implementation of health and safety legislation, policies and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Risks to staff and others are assessed and managed.</li> <li>Suitable health and safety instruction and training are provided.</li> <li>There is a safe working environment.</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>

Job-specific Accountabilities	End Results/Outcomes
<ul style="list-style-type: none"> <li>To lead in the preparation of the annual estimates for a large/complex central 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 large/complex central 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 large/complex central 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 oversee the calculation, analysis and completion of comparative statistics. Oversee the provisions of 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 oversee the reconciliation of general ledger accounts on a regular basis and the production of 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 and comply 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

- Frequent contact with Directors, Assistant Directors, Heads of Service, and senior representatives from external organisations in both the public and private sector, providing expert advice, guidance and support on complex issues.
- Manage relationships with key stakeholders and delivery partners including negotiation of complex political issues / contractual agreements / amendments.
- High levels of tact, sensitivity and diplomacy required.

## Procedural Context

- Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice. Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met within a framework of policy and legislation.
- Plans own time and co-ordinates the work of others. Plan, organise and deliver interventions and actions. Responsible for professional advice, assessments or referrals.
- Exercise professional judgement in assessing stakeholder requirements, potential risk and quality assurance of service. Monitor and evaluate performance / service delivery, ensuring all parties are informed of progress / issues as required.
- Provide support to customers, colleagues and other stakeholders through applying knowledge of systems, procedures and best practice.
- Responsible for meeting performance standards within a policy framework and regulatory guidelines. Accountable for proper use and security of information, resources, equipment and/or facilities within area of responsibility.
- Use initiative to deal with complex issues and respond appropriately in an unpredictable work environment.
- Reports to Group Accountant Corporate PO9 / Chief Accountant PO11

## Resourcing

- Budget Responsibilities: Central Directorates and corporately controlled budgets.
- Supervisory Responsibilities: manage one Principal Finance Officer PO3
- Occasional supervision/ management 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 monitor progress against timetables and to implement corrective strategies in the event of slippage or potential problems.
- Ability to 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**

- Part-qualified Accountant (CCAB recognised) or fully qualified AAT or significant experience of working in a Public Sector finance environment.
- GCSE (or equivalent) English Language and Maths grade A-C.
- 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 that 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.