



Post Title: Chief Accountant

Grade: SLMG3

Job Purpose

Overview:

The Chief Accountant will lead and develop the corporate accounting function, the production of the Annual Statement of Accounts and ensure the other heads of finance have sufficient technical accounting support. Responsibility for the corporate function includes outcomes, governance, service performance monitoring, digital tools, process and financial control improvement, training, business engagement and policy

Detailed Purpose

The post holder's primary activity is as follows:

- Ensuring that the Council reports their financial performance in a timely and accurate manner to support decision making, scrutiny and external assessment.
- The review, management, and implementation of appropriate financial control processes to ensure the maintenance and integrity of the general ledger system at the Council.
- Managing and developing the production of statutory Financial Reporting at the Council, including the Statement of Accounts, in accordance with Standards of Recommended Practice, and the statutory timetable.
- Managing the annual statutory audit process.
- The provision of technical advice and support to internal customers such as VAT and taxation

Service Leadership Expectations

Leading People

1. Translate a clear vision and purpose by inspiring and motivating others and ensure citizens are at the heart of everything we do.
2. Role model visible leadership through living and breathing our values and balancing performance, resilience and wellbeing.
3. Develop workforce plans to ensure services have robust plans for the future capability and capacity needs.
4. Empower others to make appropriate decisions.
5. Builds and supports high performing teams and services through effective support, challenge and feedback.
6. Provide leadership that encourages staff to recognise their contribution to the strategic objectives the council has set
7. Lead and effectively motivate staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management
8. Enable and encourage a flexible working environment
9. Actively promote seamless integrated working across all aspects of finance
10. Act as a sponsor for programmes and projects within the department ensuring that they are initiated and governed in an effective manner in order to achieve their intended benefits and goals

Change and Innovation

1. Lead and drive change in a political and challenging public finances context.
2. Explore innovative approaches to deliver services, managing risks and actively being curious of market analysis and benchmarking.
3. Use robust project management principles to organise people and finances, delivering positive outcomes that are on time and within budget.
4. Design and deliver resilient services, responding at pace to re-prioritise objectives in line with the organisation's changing needs.
5. Lead, develop, ensure implementation and review of change management programmes to drive a culture of continuous improvement by encouraging colleagues to share ideas.



6. Contribute to the creation of a new digital culture within the service by embracing technology in every-day activities and actively seeking digital improvement opportunities in support of a service-wide digital strategy
7. Proactively seek and identify commercial opportunities that generate income and provide innovative solutions to service delivery challenges
8. Proactively seek and take responsibility for implementing internal process improvements, demonstrating the business case for change and benefits achieved

Collaboration

1. Work collaboratively across the Council to achieve the best outcomes for the citizens of Nottingham.
2. Lead a culture of collaboration by working across boundaries to break down silos to deliver benefits to the citizens of Nottingham.
3. Proactively harness, develop and seek-out effective relationships to foster the collaborative culture, creating efficiencies and joined-up services to achieve the best outcomes for Nottingham's people.
4. Lead a culture of collaboration by working across boundaries to break down silos to deliver benefits to the citizens of Nottingham
5. Proactively harness, develop and seek-out effective relationships to foster the collaborative culture, creating efficiencies and joined-up services to achieve the best outcomes for Nottingham's people
6. Takes account of the council's priorities when negotiating and aligning resources to deliver services.
7. Instigate, develop and support opportunities for council-wide transformation and alternative service delivery models

Equality, Diversity and Inclusion

1. Actively promote equality, diversity and inclusion through all actions, and positively challenge inclusion measures within the workforce and in the delivery of services.
2. Design and deliver fully inclusive services, demonstrating awareness of the diverse needs of our citizens.
3. Show commitment to attract, recruit and retain an inclusive workforce that represents our citizens and city.
4. Develop and support to release the full potential of all colleagues ensuring fairness, diversity and inclusion in all service leadership practices.
5. Recognise and respect a culture of inclusivity within the organisation where voices are respected, valued and heard.

Specific Duties

Our Vision is to develop an efficient, effective finance service that supports managers across NCC to secure better outcomes for citizens and deliver the Council Plan.

As a Head of Service, the postholder:

- Is expected to be a professional lead, provide expertise and high-quality financial services to senior stakeholders, proactively contribute to the achievement of the finance service's vision, and contribute towards an innovative, high performance and continuous improvement culture.
- Will lead by example, striving to help build a sustainable, highly effective service that delivers exceptional value for its residents through leadership on financial stewardship, insight and innovation.
- As a member of the service management team, the postholder will work with members and senior officers to develop the vision, objectives and values for Nottingham City Council and to be responsible for the delivery of that vision through the use of technical financial expertise in the Council, particularly through delivery of the corporate plan and financial strategy.
- Will help discharge section 151 responsibilities and as such the post holder will support the Corporate Director of Finance and Resources (section 151 Officer) and the two Director of Finance (Deputy Section 151 Officer) in managing an integrated finance function across the Council and will at times deputise for the Director of Finance Operations on certain projects, at meetings, or when the Director of Finance Operations are otherwise unable to attend to their duties.



- Will provide outstanding leadership and direction to the service, driving service transformation and ensuring excellent joint working with Members, senior officers and other stakeholders across the Council.
- Will lead and effectively motivate staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management
- The postholder is expected to actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion a unified public service approach
- Additionally, the postholder is expected to foster the development of social value and community-based organisations to reduce demand and help communities more independently support themselves

Strategic Advisory

- Support development of a strategic vision for the service to enable the council to meet its future challenges, fostering a culture of innovation and continuous improvement.
- Work closely with all senior stakeholders to ensure best use of limited financial resources, providing the strategic financial advice, insight, intelligence and support needed
- Continually review, update and report on financial risks and opportunities, advising how the risks can be mitigated and the opportunities exploited
- Contribute to the development, implementation and monitoring of the finance business plan
- Proactively identify trends and changes in the operating environment (e.g. legislation, technology, policy, etc.) that could financially impact service delivery; provide advice and collaborate on potential solutions
- Help shape the direction of the council to ensure delivery of its priorities and value to residents

Financial Management

- Advise the Chief Financial Officer in their S151 role (and act as their advocate) on funding, financial management and accounting requirements
- Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties
- Effectively manage performance indicators and relationships within service contracts towards continued service improvement, value for money and social value
- Prepare and present informative, high quality reports to members and other senior stakeholders that aid in informed service and corporate decision making
- Advise on and provide oversight for investment and options appraisals
- In collaboration with the central capital lead, coordinate the management of the council's capital programme

Financial Planning and Budgeting

- In collaboration with the MTFP Lead, lead on the production of the medium-term financial plan,
- Establish longer-term council-wide financial position and develop financial strategies with senior stakeholders

Financial Reporting:

- To lead and be responsible for the annual coordinating and closure of the Council's statement of accounts
- Develop and improve the Council's financial reporting framework including coordination and providing quality assurance over financial corporate reports including statutory returns
- Lead and be responsible for the interpretation of the accounting standards, incorporating professional codes of practice, IFRS, the accounts and audit regulations, the accounting code of practice, the best value code and any other relevant regulations
- Take responsibility for the development and maintenance of the financial systems supporting the chart of accounts and the integrity of the general ledger



- Develop appropriate financial models and analytics to determine and communicate the impact of changes to technical accounting requirements
- To manage and determine technical treatment of complex accounting rules
- Act as principal adviser for accounting for tax liabilities
- Take responsibility for coordinating the monthly or quarterly closedowns including Balance Sheet, Income and Expenditure and reconciliations

Compliance

- To oversee the final accounts audit process acting as the Council's operational relationship manager with internal and external audit including responsibility for the implementation and resolution of audit findings and recommendations
- Ensure there is effective integration between internal and external audit activities
- Ensure policies, procedures and controls are compliant with all relevant legislation, codes, regulations, guidelines, standards and best practice.
- Together with the departmental management team take ownership of the Council's financial control environment including the proactive assessment, monitoring and implementation of effective financial controls
- Ensure the treatment of grants and the overall utilisation of resources (reserves and base funding) is coordinated
- Together with the departmental management team take ownership of the Council's financial risk management process, leading on financial reporting risks and coordinating other financial risk management activities
- Interpret and implement legislative and regulatory requirements relating to the CIPFA codes of practice, Treasury Guidance, and relevant financial legislation

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.





AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT			
		P	A	AC	D
Vision, Strategy and Delivery	Experience as a service leader in a complex organisation with similar responsibilities, budget and resources.		✓		
	Evidence of a successful track-record of creating a vision for service delivery, translating clear objectives to deliver outcomes that make a positive difference.		✓		
	Evidence of successful involvement in building the reputation of services and inspiring people to deliver continuous improvement.		✓		
	Evidence of driving accountability, balance risk and respect good governance and ensuring understanding at all levels.		✓		
	Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving.		✓		
	Ability to assess risk whilst effectively developing and managing services / strategic priorities		✓		
	Demonstrate an understanding of the current issues and challenges facing local government in general and Nottingham City Council in particular.		✓		
Leading People	Evidence of successfully leading and motivating people and cultivating a culture that creates high performing people and services.		✓		
	Evidence of empowering others to take decisions and follow through confident actions, through strong and visible leadership.		✓		
	Evidence of successful strategies in managing your own personal resilience and wellbeing at a leadership level and role modelling this practice.		✓		
	Evidence of establishing a performance management culture, including service planning, target setting, performance appraisals and the management of different staff groups.		✓		
	Evidence of planning for the future delivery of services, including the effective workforce planning for capacity and capability challenges.		✓		
	Evidence of leading change programmes, bringing others on the journey with you.		✓		



Change and Innovation	Evidence of innovative service delivery models that continue to provide high quality services within a smaller financial scope.		✓		
	Evidence of leading services or teams and experience of having to re-focus service priorities at pace following changes outside of the organisation's control.		✓		
	Experience of developing cultures of continuous improvement where people feel included and involved.		✓		
Collaboration	Evidence of working successfully in partnership across different sectors and fostering / harnessing partnerships.		✓		
	Evidence of actively working to develop a culture of collaboration.		✓		
	Ability to influence colleagues from other disciplines through strong negotiation and communication skills		✓		
	Understanding of how to operate effectively and openly within the democratic process with the political acumen and ability/skills to develop productive working relationships with Councillors and to speak truth to power.		✓		
Equality, Diversity and Inclusion	A deep understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to deliver inclusive services.		✓		
	Demonstrating a thorough understanding of equality, diversity and inclusion challenges posed by providing quality public services in our multi-cultural city.		✓		
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.		✓		
	Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity.		✓		
Role related requirements	Significant experience preparing and coordinating the accounts closure/year-end process in a large complex organisation		✓		
	Able to influence the financial strategy direction of a range of services		✓		
	Able to utilise a range of financial systems to produce strategic financial information		✓		
	Ability to demonstrate strong technical accountancy competencies with a detailed knowledge of CIPFA code of Practice and financial regulations.		✓		
Qualification requirement	Qualified member of CCAB recognised accounting body or equivalent with diverse experience at a senior level within a local authority setting		✓		✓
	Evidence of ongoing managerial and professional development		✓		
P- Pre-Application	A - Application	AC – Assessment Centre	D - Documentary Evidence		