

BOROUGH OF HYNDBURN

Job Description

Job Title:	ACCOUNTANCY MANAGER
Post No.:	FS007
Service:	Accountancy
Agreement:	NJC FOR LOCAL GOVERNMENT SERVICES
Range:	Scale 12 (SCP 36 - 39)
Other:	Casual User Car Allowance

Organisational Relationships:

- a) Reports to: Head of Accountancy
- b) Supervises: Supervises Qualified and Non-Qualified Staff, Trainee Accountants and other staff within project teams
- c) Co-ordinates with: Other employees within the Authority. Also, representatives of external organisations and customers.
- d) Customer Charter: As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- To minimise the Organisation's Cash Flow Costs
- To provide effective support to the production of a month end financial accounting reporting pack and assist with the preparation of budgets and forecasts.
- Production of statutory accounts within the new deadlines
- Review or Produce Business Cases for major investments
- Manage the process of a number of significant developments within Finance and across the Council
- Act as deputy building manager (in co-ordination with the Administrative Manager)
- Deputise for the Head of Accountancy

Main Duties and Responsibilities:

Cash Flow

1. Proactively manage the Council's cash flow to significantly reduce the cost of short-term borrowing
2. Develop analysis tools to predict the level of cash flow at any given point and seek to match cash resources with commitments.
3. Liaise with the Administrative Manager of debtors and creditors systems to determine immediate needs for cash and action to be taken to smooth cash flow costs.
4. Propose and implement changes to payment and recovery methodologies to improve cash flow.

Month End Reporting

5. Assist in the management of the Month end Process, ensuring tasks are properly allocated and deadlines met
6. Organise and improve the month end timetable to ensure the process is completed efficiently.
7. Produce and check monthly financial information to ensure the accounts are complete and all relevant data is incorporated in to correct reports for the Head of Accountancy and Service Managers.
8. Seek to improve the monthly reports by liaison with Service Managers and the Head of Accountancy
9. Report on specific areas of budget monitoring and meet with Heads of Service.

Statutory Accounting

10. Management of the Year-end Process, ensuring tasks are properly allocated and deadlines met.
11. Produce the Statement of Accounts in sufficient time to allow for Managerial review in advance of the statutory deadline (currently 31 May).
12. Organise and improve the Year-end timetable to ensure the process is completed efficiently.
13. Produce and check Year-end financial information to ensure the accounts are complete and all relevant data is incorporated into the correct reports for the Head of Accountancy and Service Managers
14. To complete Government returns including RO, RA Forms.

Business Case

15. Assist in the production and review of Business Cases submitted to Finance.
16. Develop methodologies for the production of Business Cases to assist Service Managers determine the cost and return on investments.
17. Support Service Managers by developing their financial skills.

Manage Developments

18. Manage on behalf of the Finance Team a number of major improvements to the Council's Financial Processes or Business Processes
19. Lead or participate in a number of project teams from a business or financial perspective.
20. Develop service processes from a financial or business perspective to deliver efficient and effective service delivery

Deputy Building Manager

21. Report to and deputise for the Head of Accountancy (in conjunction with the Administration Manager). Acting as one of two deputy building managers for Scaitcliffe House under direction from the Head of Accountancy services.

Other

22. To provide assistance/support to other areas of Finance work as required.
23. To provide additional support on the development of the Council's Financial Systems.
24. To undertake duties as required by the Head of Accountancy and Deputy Chief Executive (S151 officer).
25. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
26. To assess own performance against service/business plans and targets.
27. To deal with colleagues openly and fairly at all times and support mutual respect within teams in line with the Council's values

28. To maintain lateral co-operation between the Service's various Divisions/Sections, thereby maximising the Service's overall efficiency and effectiveness
29. To participate fully in all inter-Departmental Working Groups/Panels, etc. and co-operate fully to ensure that the Authority's corporate objectives are achieved.
30. To participate in development opportunities to ensure that all employees are employed to their full potential within budgetary constraints
31. To deal with colleagues openly and respectfully at all times

NB *In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

PERSON SPECIFICATION

JOB TITLE	Accountancy Manager	POST NO.	
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<u>PERSONAL ATTRIBUTES</u> (BASED ON JOB DESCRIPTION)	ESSENTIAL	DESIRABLE	<u>HOW TO BE MEASURED</u> APPLICATION FORM (A) INTERVIEW (I) TEST (T)
QUALIFICATIONS <ol style="list-style-type: none"> 1. CCAB Qualification 2. Membership of relevant accountancy body and evidence of CPD. 3. Management Qualification (eg, Diploma in Management Studies, ILM Qualification). 	 ✓ ✓ 	 ✓	 A/Proof A/Proof
EXPERIENCE <ol style="list-style-type: none"> 1. Working as a financial controller in a small to medium size enterprise 2. Experience of managing cash flow and reducing costs by effective management of payments and receipts 3. Experience of producing a complex Statement of Accounts 4. Experience of managing, motivating and leading a team 	 ✓ ✓ ✓ ✓		 A A/I A/I A/I
KNOWLEDGE/SKILLS/ABILITIES <ol style="list-style-type: none"> 1. Good Knowledge of the operation of a debtors and creditors system and processes 2. Excellent interpersonal skills 3. Well-developed oral and written communication skills 4. Ability to provide clear advise on complex technical matters 5. Ability to manage workload to achieve results within tight deadlines 6. Ability to maintain high standards of working papers/ documentation. 7. Ability to interpret and apply relevant professional guidance. 8. High level of ability in Microsoft Excel and Access and report writing abilities on Accountancy systems 9. Good project management organisation and co-ordination skills 10. Ability to manage a range of activities and to work to competing deadlines 	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓	 A/I A/I A/I A/I A/I A A/I A/I A A

<p>ADDITIONAL REQUIREMENTS</p> <p>1. Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence).</p> <p>2. A commitment to customer care and equal opportunities and an understanding of how to put these into practice.</p>	<p>✓</p> <p>✓</p>		<p>References</p> <p>A</p>
<p>OTHER</p> <p>1. Commitment to the principles of local democracy</p>	<p>✓</p>		<p>A</p>

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