

<b>Designation:</b>	<b>Interim Accountancy Manager (Deputy S151 Officer)</b>
<b>Grade:</b>	<b>TBC</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	Ebley Mill
<b>Job Purpose:</b>	Responsible for the overall control and monitoring of the Council's financial position and systems.
<b>Responsible to:</b>	<b>Interim Director of Resources</b>
<b>Responsible for:</b>	Principal Accountants

## KEY DUTIES

- Budget Preparation – Responsible for preparation and strategic oversight of the annual General Fund Revenue and Housing Revenue Account capital and revenue Budgets in line with the Council's budget strategy and in consultation with the Interim Director of Resources and service managers.
  - Budget Monitoring and Control - Maintenance and development of systems that ensure efficient and effective budgetary control, to include monthly reports for senior management and quarterly reports to members
  - Financial Advice - Provide briefings and advice to Senior Leadership Team, Members, projects, partnerships, other external organisations and budget holders on all financial matters
  - Final Accounts - Preparation of the Statement of Accounts in accordance with statutory requirements and timescales. Report outturn position explaining variations between budgets and outturn; prepare working papers to assist the External Auditors
  - Collection Fund – Responsible for preparing all related reports and accounting in relation to Council Tax and business rates.
  - Lead officer for the Monitoring and Reporting of the Gloucestershire Business Rates Pool.
  - Act as the finance lead on key strategic projects and to represent the work of the Council, our partner agencies and to encourage partnership working
- To deputise for the S151 Officer and undertake the statutory duties outlined in the Local Government Act, the relevant sections of the Local Government Finance Act and the Council's constitution.
- Contribute to the effective operation and management of the Council as a member of the Senior Managers Group including overall responsibility for management of the finance team.

Work subject to deadlines involving changing problems, circumstances or demand.

## SKILLS AND KNOWLEDGE

- Qualified accountant
- Significant management level experience in a finance environment
- Strong communication and presentation skills, including interpreting financial data to individuals without a financial background
- A high level of skill in dealing with technical accounting issues

## COMPLEXITY AND CREATIVITY

- Identifying areas for income generation and efficiency saving
- Production of complex reports relation the Council's financial position
- Identifying areas for efficiency savings in the budget process.
- Development of new systems.
- Understanding and implementing new Government legislation and applying in the most advantageous way to the Council's business.

Work requires a range of imaginative solutions or responses and involves the application of fresh and innovatory thinking.

## JUDGEMENT AND DECISIONS

Required to exercise discretion in a range of areas where advice is not normally available and policies and procedures provide only general guidelines.

## CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public
- External Auditors

Contact required in respect of service delivery issues some of which are likely to be contentious or complex requiring support, tact, persuasion and sensitivity within the framework of operational guidelines.

## TRAVEL DESIGNATION

- Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.
- Politically restricted post

## GENERAL

- This is a politically restricted post
- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*