

Designation:	Principal Accountant
Grade:	Stroud 7
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To provide high quality, proactive and efficient financial advice to all of the council's services.
Responsible to:	Accountancy Manager
Responsible for:	Accountant (Financial Reporting)

KEY DUTIES

- Take a lead role in providing, developing and maintaining financial management and accounting services to all the council's services, including the Housing Revenue Account;
- Analyse, interpret and communicate financial and other information to influence and enable managers to make effective business decisions;
- Regular budget monitoring and reporting variances to Senior Management, Committees and other forums as required;
- Preparation of the annual budget and Medium Term Financial Plan and presentation of budget to Committee, Council and other forums as required;
- Advise on the rent setting options and calculate annual rents for all housing stock;
- Assist in the preparation of the council's Statement of Accounts, including the Housing Revenue Account final accounts, in accordance with the SORP, the working papers for External Audit and reporting to the Audit and Standards Committee and other forums as required;
- Provide accountancy and finance support to strategic projects;
- Manage the completion of all statistical returns promptly as required;
- Lead and develop the Budget Team
- Attendance at Committee and other meetings to give financial advice;
- Advise Senior Officers and Council Members of changes to legislation and the impact on the finances of the Council;
- To support the Accountancy Manager, deputising where necessary;
- Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- A recognised CCAB (or equivalent) accountancy qualification.
- A good knowledge of accounting codes of practice.
- Proven experience in the production of Annual Statement of Accounts for a key service area or complex organisation

- Proven experience in the production of budgets, financial projections and management accounts
- Proven experience of advising senior managers, members and budget holders on financial issues.
- People management experience (including leading, motivating, directing, inspiring and developing others).
- An understanding of administrative processes and systems necessary to fulfil legal requirements.
- Excellent communication skills both written and verbal.
- Ability to manage complex individual and team workloads.
- Experience of reporting and presenting to a wide range of stakeholders including Senior Management, customers and people with a non financial background.
- Ability to work in a politically sensitive environment
- Ability to undertake work of a complex nature which requires advanced/high level knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

- Ability to provide advanced solutions to technical issues that arise.
- Production of information and reports from financial data to provide others with solutions to problems.
- Work which requires a range of imaginative solutions or responses and involves application or fresh and innovative 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.
- Decisions which have a material effect on the provision of the service to the public.

CONTACTS

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

Contact required in respect of service delivery issues some matters are likely to be contentious requiring support, tact, persuasion and sensitivity, within the application of operational guidelines. The outcome will have a material effect, including care, on the person, service or organisation contacted.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Casual

MISCELLANEOUS

This is a politically restricted post

GENERAL

- 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.