ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

POST DESIGNATION: Business Change Accountant

REPORTING TO: Accountancy Business Change Manager

DEPARTMENT: Finance Directorate

SECTION:

GRADE:

Job Purpose

This role is a key support role within the Accountancy Business Partnership Service that ensures the Service delivers it key objectives at an operational level and supports the Accountancy Business Change Managers in the Operational delivery of the Accountancy Business Partnership Service functions of.

- ensuring the Accountancy Function is effectively integrated within the Directorate/Council, being a driver for business change throughout the Council.
- ensuring that operational efficiencies are achieved within the legal and statutory frameworks.
- promoting and championing the values set out in the Service's Business Plan.
- ensuring that the service is an integral part in delivering the section 151 requirements within the Council thus, meeting statutory obligations.

The roles will be responsible for areas of work within one of the following

- Children's and Adults Services Finance
- the Finances relating to the Corporate, Regulatory and Housing Services within the Council.
- the Finance related to the Investment and Partnering services of the Council.
- the Stewardship functions with Finance.

The role provides professional expertise in the Accountancy environment and support to managers within the services and across the Council, ensuring that the Statutory Section 151 responsibility is met. It contributes to a culture of continuing professional development existing within these areas. The post holder will be involved in technical problems and issues and will provide briefing and guidance on these issues to senior officers and occasionally Chief Officers.

Main Duties

1. Be responsible for the operational delivery of an area of the overall Service, ensuring its sound running within Council Policy and the medium term financial position of the Council. Ensuring that Financial Procedures and practices are followed, and contributing to ensuring the Council meets its section 151 responsibilities.

2. Assist the Accountancy Business Change Managers in covering other areas in the absence of another Finance Manager.

3. The role is responsible for the ensuring that these services are professionally managed, and deliver at the operational level. This includes the day-to-day management of staff allocated to them for the delivery of the part of the service.

4. To be part of a team that maintain and develop a culture of high professional standards and achievement that enables the delivery of the Services objectives through continuous improvement using innovation and creativity.

5. Where appropriate represent the Council at national regional and sub- regional forums relating to the Services including the LGA London Treasury Officers Forum, London Pension Fund Forum, ADASS Finance leads etc.

Duties and Responsibilities

1. To have the operational responsibilities for a defined area of the Service. This includes the day-to-day management of staff allocated to them for the delivery of the part of the service, allocated to them. (Normally no more than 5 staff).

2. To assist the Accountancy Business Change Managers in ensuring the Council's Strategies, Policies and Procedures in their area are continuously developed to meet the Statutory Section 151 responsibility and reflect legal changes, IT Security requirements, current/future best practice in the public sector and the requirements of the Council.

3. To contribute, as required, to the development of strategies, policies and practices that help maintain the financial stability and probity of the Council.

4. To advise senior officers of the Council on Finance matters in respect of the services for, which they are responsible.

5. To contribute, as required to ensuring that the Council's processes and procedures are continuously reviewed and updated to reflect the strategies and deliver value for money.

6. To assist the development and implementation of service plans, including delivery targets to ensure the service meets its responsibilities.

7. To undertake a range of accounting related activities that help ensure that the finances of the Council are properly run. These may include

- Budget setting monitoring and closing of accounts
- Following processes e.g. Treasury Management
- Undertaking financial control processes e.g. reconciliations
- Submission of grant claims and returns
- Providing financial guidance including drafting comments on reports

8. To monitor the financial position/impacts of the areas responsible for, ensuring that any issues that affect the financial position of the Council are identified, and brought to the attention of the responsible officers. To monitor that appropriate action is taken.

9. Support the Accountancy Business Change Managers in undertake collaboration and appraisals of opportunities as required, including completing some themselves.

10. To assist the Accountancy Business Change Managers in ensuring that effective training programs exist to support the long-term delivery of services, through continuous professional development of staff at all levels.

11. To undertake complex and sensitive issues/ problems in respect of the services supported.

12. To report irregularities identified to Corporate Anti-Fraud.

13. To respond to external and internal audit queries to the correct standard in an appropriate timescale.

14. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.

15. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant legislation.

16. To contribute to ensuring that services provided are clear, accountable and responsive to customer/client needs, through engagement with stakeholders.

17. To support the Accountancy Business Change Managers by undertaking staff performance, attendance and absenteeism management, as required so ensuring that the service efficiently uses it staff resources.

18. To contribute to the overall effectiveness of the Financial Services across the Council.

19. To undertake other duties commensurate to the grade of the post.