



# ADUR & WORTHING COUNCILS

## Job Description

<b>Authority:</b>	WBC/ADC
<b>Directorate:</b>	Digital & Resources
<b>Section:</b>	Service Accounting
<b>Post Title:</b>	Principal Accountant - Economy
<b>Post Number:</b>	10208
<b>Accountable to:</b>	Group Accountant (Revenue)
<b>Management responsibility for:</b>	Project Officer 1 FTE
<b>Authority to liaise with:</b>	Government departments Members of the Public Professional Organisations External Auditors Members of Adur and Worthing Councils Other sections of the Directorate Other Directorates
<b>Meetings attended on a regular basis:</b>	Departmental management teams, Ad hoc meetings with officers and auditors across all sites.
<b>Work Style</b>	Flexible

### Principal purpose of job (role summary)

To provide a comprehensive professional accountancy service to the Economy Directorate and to provide financial support, advice and appraisal services to any commercial activities within the Councils.

### **Main duties, tasks and responsibilities of post holder**

- To provide accountancy support to the assigned Heads of Service and to assist Service Managers in managing their financial affairs including:
- Preparing the Revenue Budget of specified services during the Councils' annual budget cycle in accordance with set deadlines liaising with service managers as necessary for assigned (substituted for specified) services.
- To ensure that good budget monitoring and reporting systems are in place and to assist in the production of regular financial monitoring reports to Members, Corporate Leadership Team and service managers.
- Closure of accounts and to prepare the final accounts of specified services;
- To participate in any departmental projects, to give ad hoc financial advice, to propose options and propose solutions for dealing with the financial issues raised by departmental projects.
- To act as a deputy for the Group Accountant.
- To assist the Group Accountant and Chief Accountant produce key financial documents including:
  - Annual revenue budgets;
  - Quarterly revenue budget monitoring reports;
  - Annual statement of accounts;
  - Relevant grant claims
- To assist in the design and delivery of training courses.
- To interpret legislation and professional codes of practice to ensure that the Council responds to these requirements.
- To attend and give financial advice and technical advice at meetings of officers.
- To complete all relevant statutory returns, grant claims and other relevant returns.
- To financially appraise where required, current or prospective commercial activities and projects for all directorates.
- To review and appraise the financial viability of the investment to save proposals for all Directorates.

### **Management and Supervision**

- The post holder is responsible for the following matters on a day-to-day basis in respect of the staff and services directly under their joint control. The overall management and supervision of the section is the responsibility of the Group Accountant
- The post holder is responsible for the following matters on a day-to-day basis in respect of the staff and services directly under their joint control. The overall management and supervision of the section is the responsibility of the Group Accountant.
- The post holder is responsible for absence management, regular 1-2-1's, staff engagement, training and annual leave authorisations.
- To report and act promptly on workload pressures and delays particularly regarding matters of managerial or political importance or sensitivity.
- To assist in the effective operation of the Staff Development and Appraisal scheme, including the identification of staff training needs.
- To comply with policies and guidelines in respect of managing staff. To comply with any guidelines or arrangements issued by the Councils relating to personnel recruitment, management, discipline or dismissal.

## Services/Operational

- To assist in the effective and efficient operation of services provided by the Division with all appropriate safeguards/checks/controls and in accordance with Council and Statutory timetables.
- To assist the Group Accountant in managing the day-to-day finances of the Council. In detail, you will:
  - a. Ensure relevant Procedure Notes are written and kept up-to-date;
  - b. Ensure that assigned reconciliations are carried out regularly and identify any issues raised as part of the reconciliations, proposing solutions to ensure that the assigned accounts are reconciled;
  - c. Ensure high quality working papers are produced in a suitable format for the production of the Councils' Budget Book and the Statement of Accounts and that these comply with audit requirements;
  - d. Complete statutory returns as required (e.g. grant claims) and other financial and statistical returns (e.g. Benchmarking, Performance Indicators etc) in accordance with deadlines;
  - e. Undertake other ad hoc tasks / project work relating to corporate financial issues.
- To comply with the IFRS and all relevant Accountancy regulations;
- To attend and to give appropriate financial advice to relevant officers and working parties as required.
- Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
- Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
- Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
- Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

### Job Description agreed by:

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	