



## ADUR & WORTHING COUNCILS

### Job Description

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Digital & Resources
<b>Section:</b>	Finance
<b>Post Title:</b>	Group Accountant (Strategic Finance)
<b>Post Number:</b>	10211
<b>Accountable to:</b>	Chief Accountant
<b>Management responsibility for:</b>	Treasury, Insurances, Capital Accounting
<b>Authority to liaise with:</b>	Banks, Building Societies, Brokers, Council Officers & Members, Auditors, Other Councils, Solicitors, Government Departments and other external agencies.
<b>Meetings attended on a regular basis:</b>	Meetings with officers and auditors across all sites. Must be prepared to attend any meetings of both Councils, their Cabinets, Committees, Sub-Committees, Panels or other meetings as a financial representative to provide advice,
<b>Work style</b>	Flexible

### Principal purpose of job (role summary)

1. To promote and deliver a strategic focus that meets the Councils' business objectives and financial planning requirements
2. To be responsible for the operation of Treasury Management for Adur District, Worthing Borough, Mid Sussex District and Arun District Councils
3. To produce the capital strategy and manage the prudential indicators
4. To manage the Insurance and Capital Accounting functions
5. To maintain the records for Earmarked Reserves

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

- 1) To be responsible for key financial documents related to the above areas including:
  - Contributions to the annual Statement of Accounts, monthly and quarterly monitoring and budget estimates with respect to treasury management and Earmarked Reserves;
  - The Treasury Management Strategy Statement and the Annual Investment Strategy including the prudential indicators;
  - Half-yearly treasury management report
  - Year end treasury management report
  - Capital strategy
  - Quarterly monitoring of the prudential indicators
- 2) To interpret legislation and professional codes of practice to ensure that the Council responds to these requirements;
- 3) To respond to Government and professional consultation documents on technical matters as they relate to capital accounting and treasury management.
- 4) To support the appraisal and monitoring of key corporate projects;
- 5) To oversee and support the completion of all relevant statutory returns, grant claims and other relevant returns in accordance with the specified deadlines;
- 6) To be responsible for the banking contracts of both Councils;
- 7) To assist in the delivery of training to members on treasury management and capital accounting members;
- 8) To observe both councils' standing orders, financial regulations and other corporate working policies, practices and requirements.
- 9) To deal with Members' enquiries promptly, fully and efficiently, liaising with the relevant senior manager.
- 10) To regularly attend Committee meetings to present relevant reports relating to the Strategic Finance function.
- 11) To assist on the overall management of the Strategic Finance Section, including the appointment, discipline, welfare, training and development of staff.
- 12) To report and act promptly on workload pressures and delays particularly regarding matters of managerial or political importance or sensitivity.
- 13) 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.
- 14) To comply with any guidelines or other arrangements issued by both Councils relating to identification of staff training needs, personnel recruitment, management, discipline or dismissal.
- 15) To ensure for all service areas for which the post holder is responsible, in accordance with relevant deadlines, that the :
  - relevant strategies, practices and schedules are written, monitored and where applicable, reported to members.

- relevant budgets are compiled, monitored and reported
  - relevant accounts are monitored, closed and reported
  - relevant reconciliations are completed on a timely basis in relation to purpose
  - relevant statutory and statistical returns and grant claims are completed.
- 16) To ensure that the Accounting Code of Practice and all relevant accountancy regulations are complied with in liaison with the Chief Accountant
  - 17) To attend and give financial advice to relevant committees, sub-committees and working parties as required.
  - 18) To act as a cheque signatory on behalf of the both Councils.
  - 19) To investigate and respond to Freedom of Information requests & ensure compliance with the Data Protection Act.
  - 20) Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
  - 21) To investigate and respond to Freedom of Information requests & ensure compliance with the Data Protection Act.
  - 22) Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
  - 23) 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.
  - 24) 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
  - 25) 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 postholder. 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:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	