



# ADUR & WORTHING COUNCILS

## Person Specification

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Digital & Resources
<b>Section:</b>	Finance
<b>Post Title:</b>	Group Accountant
<b>Post Number:</b>	10211
<b>Accountable to:</b>	Chief Accountant
<b>Management responsibility for:</b>	Treasury, Insurance, 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.

Area	Requirements	
Qualifications	Essential	Desirable
<i>Professional Registration (where applicable)</i>	Membership by examination of one of the Chartered Accountancy bodies	
Knowledge & Experience		
e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate	<p>Very good working knowledge of the requirements of the Accounting Code of Practice and IFRS.</p> <p>Practical experience in a senior (i.e. qualified accountant) position.</p> <p>Experience of dealing with different stakeholders.</p> <p>Management experience.</p>	<p>Recent experience of undertaking a leading role in the final accounts and budget setting process for a local authority.</p> <p>Experience of treasury management.</p> <p>Knowledge of the Capital Accounting and Prudential Codes.</p> <p>Contract management.</p>

		<p>Experience of dealing with elected Members including recent regular attendance at Member meetings.</p> <p>Experience of participating in a large transformation or development project</p>
<b>Skills</b>		
Communication/ relationship	<p>Able to demonstrate excellent communication and people management skills with a strong commitment to customer service.</p> <p>Able to develop and maintain good working relationships throughout the Council and its partners.</p> <p>Able to relate to elected members, the local community and outside organisations.</p> <p>Demonstrable ability to prepare and present financial documents and reports in an understandable form.</p>	Experience of, and proven ability to handle sensitive staff management, policy areas and member issues
Analytical/ judgmental	<p>Able to critically appraise a complex financial proposal.</p> <p>Ability to understand and interpret government legislation and similar complex documents.</p>	
Planning/ organisational	<p>Record of being involved in projects.</p> <p>Demonstrate ability to plan and prioritise work of a team.</p> <p>Proven record of effective financial management.</p>	<p>Recent experience of successfully leading a complex project</p> <p>Evidence of innovation in budget management in an environment of financial constraint</p>
IT	<p>Very experienced in use of spreadsheets, able to construct a complex financial model.</p> <p>Skilled user of a modern financial management system.</p>	<p>Experience of working with client banking systems.</p> <p>Experience of cash management software.</p>

Abilities		
Physical		
Mental	Highly numerate. Able to work effectively and make decisions in a busy and pressurised environment. Committed to own continuing personal development and that of the team.	
Emotional	Good interpersonal skills, ability to empathise with needs and concerns of service managers and service users whilst maintaining focus on corporate goals.	
Working conditions / Style	<p>Flexible, with the opportunity for some remote working. To be adaptable to meet the requirement of the role and its responsibilities</p> <p>Able to attend meetings around the Borough and District, the County and beyond as required. Able to attend evening meetings at both Adur and Worthing.</p>	

**Person Specification 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>	