



JOB DESCRIPTION

Post Title: Corporate Accountancy Manager (Financial Planning & Reporting, Accounts & Financial Control, Treasury & Capital and Financial Systems)

Department: Finance	Post No:
Division/Section: Corporate Finance	Post Grade: Grade SM1
Location: Hybrid (Based out of the Town Hall)	Post Hours: 37

Special Conditions of Service:

The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can mean working outside of standard working hours.

Overview of the Corporate Accountancy Manager (Accounts & Financial Control)

The position will play a lead role in delivering the Council's grouped statement of accounts, supporting the integrity of the Council's core accounting systems and has oversight of the Council's Balance Sheet. Key responsibilities will include;

- Supporting the timely preparation and production of the Council's Statement of Accounts
- Building strong working relationships with key stakeholders across the Council, Council entities and with the External Auditor
- Providing technical advice and support to both finance and non-finance stakeholders across the Council
- Maintaining control of the Council's Balance Sheet to ensure the on-going financial resilience of the Council

Purpose and Objectives of Post:

Working as part of the finance team the role plays a key role in the discharge of the Director of Finance Section 151 responsibilities including ensuring statutory and regulatory reporting and compliance by providing consistently high-quality support, advice and challenge in all aspects of financial reporting and control. You will take the lead in specialised areas of corporate finance.

The Corporate Accounting Manager is to support the Strategic Finance Lead (Corporate Resources) with the provision of strategic, financial, technical advice and support to the organisation. They will work with the Strategic Finance Lead (Corporate Resources) to ensure the production and reporting of accurate financial accounting information, production of the Medium-Term Financial Strategy, setting and monitoring of the Council's revenue budget and delivery of the Council's grouped statement of accounts in accordance with the statutory deadlines. They support the integrity of the Council's core accounting systems and maintains oversight, control and interpretation of the Council's Balance Sheet to ensure the on-going financial resilience of the Council.

Corporate Accounting Manager Role is to support the Strategic Finance Lead (Corporate Resources) in providing managerial leadership and oversight of the Treasury Management Strategy, Prudential Indicators and associated day to day activities of the Council's treasury undertakings, and leading, coordinating and supporting the setting, monitoring and financing of the Council Capital Programme to support the effective stewardship of the Council's financial resources.

The role would also keep abreast of the core government regulations applicable to local government finance and ensure that Members and senior officers are briefed fully on the implications of existing legislation and any proposed changes.

Accountable to: Director of Finance (S151 Officer)

Immediately Responsible to: Strategic Finance Lead (Corporate Resources)

Immediately Responsible for: Corporate Finance Accountants.

Relationships: (Internal and External)

Chief Executive, Executive Director(s), Director(s) and the finance team, service clients supported, external partners, elected members, external partners, specialist peer groups, government departments.

Control of Resources: None

Duties/Responsibilities:

The Finance Team provides strategic, operational and technical financial advice across the organisation to enable the Council's planning and operational activity to be delivered in sustainable and cost-effective ways. The team operate in accordance with statutory requirements such as the production of financial statements and agreeing annual budgets, with the following key duties:

Functional Duties/Responsibilities:

- Supports the Strategic Finance Lead (Corporate Resources) in the co-ordination, preparation and development of the Council's budget and Medium-Term Financial Strategy process and interpretation, analysis and assessment of the Local Government Finance Settlements and calculation of the Council's overall funding resources.
- To manage the production of all financial information for the Council Tax Resolution in setting the annual budget and Council Tax leaflet.
- To lead on the co-ordination of both the revenue & capital monitoring and draft both the revenue & capital budget monitoring reports.
- Supports the Strategic Finance Lead (Corporate Resources) with the timely preparation and production of the Council's Statement of Accounts (including HRA, Collection Fund and Group Accounts) in accordance with all necessary statutory and other reporting arrangements, including liaison with the External Auditor on all accounting and audit issues and the key stakeholders of the Council's grouped entities, associated companies and the Pension Fund.
- Appraising and assessing the effects of changes in Government grants, new legislation and other significant factors such as inflation on the Council's budget and finances generally and to prepare briefing notes and reports as necessary.
- Provides technical advice and support in relation to Taxation (VAT), Pensions, Treasury Management, Capital Accounting, relevant Code(s) of Practice, HRA and Collection Fund Accounts.
- Maintaining oversight, control and interpretation of the Council's Balance Sheet to ensure the on-going financial resilience of the Council.
- Responsible for the delivery of the reconciliation services ensuring it is provided in line with legislation and policy and identify changes in technology to enhance customer experience.
- Review regularly all control and holding accounts to ensure that complete and accurate financial management reporting information is available to budget holders and decision makers within the Council.
- Maintain a register of all grants due to the Council, accounting for them correctly in line with any constraints or conditions applicable; ensure that they are applied appropriately. Comply with any grant reporting requirements in a timely way to ensure that the receipt and application of resources is in accordance with conditions.

- Supports the Strategic Finance Lead (Corporate Resources) draft and report on the Treasury Management Strategy & Prudential Indicators and responsible for the associated day to day activities of the Councils treasury undertakings.
- Responsible for the Council's banking and cash management functions.
- Manages the Council's capital programme and its financing components ensuring that it is affordable, reflects into, and is consistent with revenue and capital budget provision, and matches the Council's priorities and draft the Council's Capital Strategy. To have responsibility for the data integrity, maintenance, and control, of the Council's asset register, and the relevant capital and other balance sheet areas of the ledger.
- Responsible for the production of all government returns, both capital and revenue, from the Council's core financial data in accordance with guidance issued and timescales.
- Responsible for the submission of the Council's VAT returns.
- Leads on development of the financial system, ensuring the relationship with IT supports its full functionality agrees changes as required.
- Ensure the systems is fit for purpose and continuous development is undertaken to ensure it supports managers in their management of the councils' resources. Lead any changes in the system.
- Responsible for a team of staff within the Corporate Finance function and provide performance management which drives high standards of performance to achieve excellent outcomes.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- **Health and Wellbeing** -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
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Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

Corporate Accountancy Manager
(Financial Planning & Reporting, Accounts & Financial Control, Treasury & Capital and Financial Systems)

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Accounting qualification – CCAB membership	x	
Experience of managing at a senior level in a large, complex organisation in line with the areas of functional responsibility.	x	
Understanding of political context and local government operations -the laws and regulations applicable to local government and its jurisdiction, accounting codes of practice governing local authority accounts and financial procedures.	x	
Assertive and strong communication skills with excellent listening and highly developed interpersonal skills together with persuasive analytical skills	x	
Experience of successful delivery of year end accounting requirements to produce statutory accounts with statutory timelines.	x	
Experience of successful delivery of MTFS, revenue budgets, capital programmes, HRA budgets and a variety of complex technical activities.	x	
To delivered complex financial information to both non-finance and finance staff	x	
Works well with elected members, executive directors and senior external staff.	x	
Ability to formulate, prioritise, manage and deliver deadlines under pressure and to rapidly changing deadlines.	x	
Self-motivated, with a pro-active approach. Capable of working on own initiative.	x	
A team player demonstrating maximum flexibility, disciplined and deadline conscious.	x	

Excellent communication skills - you will be able to communicate effectively up to senior levels right across the business using all mediums.	x	
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CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Assessment / Test	Decision Making skills. To interpret situations and information and solve complex problems, communicating effectively
Assessment / Test	Organisational Skills. To work under pressure, prioritising tasks and conflicting deadlines.
Assessment / Test	Technical Skills. Ability to solve technical financial questions
Application/Interview	Leadership Skills. Evidence of leading a team and reflection on pros & cons
Application/Interview	Effective Communication. Evidence of effective communication using a variety of mediums and with a wide range of stakeholders
Application/Interview	Political awareness. Evidence of an understanding of the environment, the laws and regulations applicable to local government and its jurisdiction.