**Job Details**

Job Title: **PRINCIPAL ACCOUNTANT**

Post Number: POST000TBC

Directorate: Resources

Section: Accountancy

Post Grade: Tier: 4, Grade: H

Responsible to the Chief Accountant

Responsible for Senior Accountant and Accountancy Officer

**Job Purpose**

* + Manage the financial reporting of the council’s capital programme and fixed assets. Lead on the council’s Long Term Capital Plan and Capital Strategy. Assist with the setting of capital and revenue budgets. Support service directorates by providing a professional accountancy advice.

**Main Responsibilities**

* Manage the accounting of Fixed assets, enduring proper accounting arrangements are followed.
* Liaise with the council’s external Valuers and Property and Estates to independently check and ensure all asset valuations are performed in line with Accountancy Standards, legislation and relevant codes of practice.
* Lead on the production of the Council’s Capital Strategy.
* Develop and maintain the Council’s Long-Term Capital Plan.
* Supervise and review all capital monitoring information. Submit all capital returns.
* Feed into the development of the Medium-Term Financial Plan during the revenue budget setting process.
* Monitor and forecast revenue budgets in conjunction with budget holders and provide financial assistance to ensure the council’s finance are managed in line with council policy and procedure.
* To undertake special projects as required for the service and work collaboratively with partners to achieve outcomes.
* Lead on VAT accounting and compliance.
* Lead on insurance management.
* Lead and motivate a team.

**Decision making**

* Perform options appraisal of major capital projects and financing options.
* Ensure Capital and Fixed Asset accounting complies with relevant Accounting Standards.
* Provide VAT advice for the council.

**Financial Responsibilities**

* Contribute to the development of the Medium-Term Financial Plan by monitoring and forecasting revenue budgets.
* Maintain the councils Long Term Capital Plan by monitoring and forecasting capital spend and financing.
* Authorised Signatory on the council’s bank account.

**Key Contacts / Relationships**

* Maintain working relationships with Directors, Heads of Service, spending managers, external audit, insurance brokers, insurance providers, HMRC and VAT consultants.

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council’s Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Erewash Borough Council’s Equality and Diversity policies and practices in accordance with the Council’s policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council’s and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the Council’s employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council’s Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and always maintained. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Safeguarding Children and Vulnerable Adults**

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: Chief Accountant & Deputy S151 Officer**

**Date:**  **19 April 2024**

**Version: 1.1**

 **Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..................................................................... Dated............................

**PERSON SPECIFICATION**

**Job Title:** PRINCIPAL ACCOUNTANT

**Post Number:** POST000TBC

**EXPERIENCE**

**Essential Criteria**

* High-level accountancy experience in the public, independent or private sectors. A,I
* Experience of capital accounting and planning. A,I
* Experience of accounting for fixed assets and knowledge of relevant Accounting Standards. A,I
* Experience of meeting statutory deadlines. Prioritisation and time management skills. A,I

**Desirable Criteria**

* Experience of working in a public sector accountancy section A, I
* Experience of preparing Annual Financial Statements in line with Accounting Standards, legislation and relevant codes of practice. A,I
* Experience of managing VAT accounting processes. A,I
* Experience of managing and motivating a team. A,I

**QUALIFICATIONS**

**Essential Criteria**

* CCAB (fully or part qualified) **or** substantial experience in a senior role in a local government accountancy section A,D

**Desirable Criteria**

* Project management/appraisal qualification. A,I,D
* Relevant leadership and management qualification. A,I,D

**SKILLS & KNOWLEDGE**

**Essential Criteria**

* Knowledge and understanding of the issues facing local authorities. A,I
* Ability in and experience of financial planning and proactive management of financial resources. A,I
* Extensive knowledge of the Statement of Accounts, Accounting Standards, legislation and relevant codes of Practise. A,I
* Extensive knowledge of PC software and financial management systems. A,I
* IT literate. A,I
* Excellent oral and written skills. A,I

**Desirable Criteria**

* Knowledge of Accounting Standards, legislation and relevant codes of practise. A A,I
* Knowledge of managing insurance arrangements. A,I
* Knowledge of managing VAT accounting processes. A,I

**OTHER REQUIREMENTS**

**Essential Criteria**

* Business focused approach to budgetary control. A,I
* Ability to work under pressure and achieve targets. A,I

**Desirable Criteria**

* Management and motivational skills. A,I
* Demonstrable commitment to equality of opportunity. A,I

**ASSESSMENT KEY:**

*A* Application  **|**  *I*  Interview **|** *T*  Test **|**  *D* Documentation

**Version: 1.1 19 April 2024**