



LONDON BOROUGH OF MERTON

CORPORATE SERVICES

JOB DESCRIPTION

POST TITLE: Senior Accountant

Grade: ME11 – ME14

This is a career linked grade post but there is no automatic progression between the grades. Progress is subject to:-

- Management assessment of the individual postholder's ability to perform the tasks expected at the higher grade. This will be linked to agreed competencies for the duties involved and as shown in the person profile.
- Management assessment of the need for duties at the higher grade to be done and availability of work at the higher grade.

DIVISION/SECTION: Budget Management Team

Location: Various offices according to the needs of the service

Responsible to: Service Financial Adviser

Responsible for: Supervision of Finance Assistant and Trainees

Post number: M2004633

Date: 24th January 2010

MAIN PURPOSE

- To work with service managers to prepare, analyse and monitor budgets.
- To analyse and present financial information to assist decision-making, and for the purposes of financial accounting, grant claims, government returns, recharges, pricing, etc.

MAIN DUTIES AND RESPONSIBILITIES

At ALL GRADES

- To maintain an awareness of budgeting techniques and accounting principles and best practice, and apply this knowledge to budget preparation, monitoring and financial analysis work.

- To work with service managers to prepare accurate, robust and prudent budgets for income and expenditure in accordance with corporate guidance and in line with the council's budget timetable.
- To work with service managers to advise and assist them in monitoring their budgets and presenting monitoring reports.
- To ensure that budgeting and monitoring reports reflect an accurate and prudent financial position for the services concerned, taking into account all of the relevant cost and income drivers, and associated risks.
- To analyse and present financial information to agreed standards and timescales
 - to assist service managers with budgeting, monitoring and budget management
 - for the purposes of business planning, business cases, capital programming, decision-making, pricing etc.
 - to inform procurement and contract management
 - for the purposes of grant claims, returns to central government and other agencies
 - for SLAs, shared services, internal trading and recharges
 - for financial accounting in accordance with the council's timetable for the closing of accounts
 - or for any other purpose as determined by the Principal Accountant, Service Financial Adviser, Head of Accountancy or Assistant Director.
- To make amendments to budgets and accounts within financial systems to reflect adjustments requested and appropriately approved.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Service Financial Adviser or Head of Accountancy

In addition at GRADE ME12

- To help to ensure that the council's arrangements for budgeting, budget management and accounting operate in compliance with relevant legislation, guidance and best practice.
- To advise managers across the authority on budget management issues.
- To assist in the provision of training for managers on budgeting and other financial issues.

- To take responsibility for the completion of simple returns to central government and other agencies.

In addition at GRADE ME13

- To make proposals to improve the council's arrangements for budgeting, budget management and accounting, and their compliance with relevant legislation, guidance and best practice.
- To advise managers across the authority on a range of complex financial issues.
- To oversee the work of the Finance Assistant and Accounting Trainees when allocated to work on relevant issues.
- To take responsibility for the completion of complex returns to central government and other agencies.
- To take responsibility for the completion of specific simple grant claims so that the council receives the full amount of grant funding to which it is entitled, and ensure that they are completed, validated and authorised within agreed timescales.
- To provide training for budget holders across the council on budgeting, monitoring and accounting processes and timescales both for the purposes of induction and regular update.
- To assist managers in the identification of financial and other relevant performance indicators to support monitoring and decision-making.
- To ensure that issues raised by internal or external auditors are resolved and the work programme amended to accommodate these changes.

GRADE ME14

- To be responsible for implementing proposals to improve the council's arrangements for budgeting, budget management and accounting, and their compliance with relevant legislation, guidance and best practice.
- To review the work of other members of the team who do not have a professional accountancy qualification to ensure that it is in accordance with current professional standards.
- To be responsible for complex grant claims so that the council receives the full amount of grant funding to which it is entitled, and ensure that they are completed, validated and authorised within agreed timescales.
- To design programmes of training for budget holders for the purposes of induction and regular update.
- To identify and propose ways in which the council's grant funding may be maximised.

LONDON BOROUGH OF MERTON

CORPORATE SERVICES

PERSON SPECIFICATION

POST TITLE:	Senior Accountant
Grade:	ME11 – ME14
Date:	January 2011

ME11

Qualifications and Experience

- AAT qualified or part 1 of a professional accountancy qualification, or educated to degree level in a relevant subject
- Experience of budgeting and / or monitoring and / or financial analysis work

Skills and Knowledge

- Knowledge of accounting principles
- Some understanding of budgeting and financial management for a large multi-functional organisation
- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the council's policy of equality in employment and service provision

ME12

Qualifications and Experience

- AAT qualified with post qualification experience, or part 2 of a professional accountancy qualification, or educated to degree level in a relevant subject with experience
- Experience of budgeting, monitoring and financial analysis for a range of different activities

Skills and Knowledge

- Knowledge of local government finance, accounting practice and the regulatory framework
- Good understanding of budgeting and financial management for a large multi-functional organisation, including an appreciation of the relevant risks and how they can be managed
- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the principles of value for money
- Understanding of the council's policy of equality in employment and service provision
- Understanding of the council's vision and mission statement

ME13

Qualifications and Experience

- AAT qualified with substantial post qualification experience, or part 2 of a professional accountancy qualification with substantial experience, or in final stages of working towards or full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA), or educated to degree level in a relevant subject with substantial experience

- Experience of complex budgeting and monitoring processes and financial analysis for a diverse range of different activities, including trading functions

Skills and Knowledge

- Knowledge of local government finance, accounting practice and the regulatory framework
- Some understanding of local authority expenditure, income and funding and the associated pressures and risks
- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the role of support services
- Understanding of the principles of value for money
- Understanding of the council's policy of equality in employment and service provision
- Understanding of the council's vision and mission statement

ME14

Qualifications and Experience

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of complex budgeting and monitoring processes and financial analysis for a diverse range of different activities, including trading functions
- Experience of advising and / or training managers on financial issues

Skills and Knowledge

- Knowledge of local government finance, accounting practice and the regulatory framework
- Good understanding local authority expenditure, income and funding for a range of services, and the associated pressures and risks
- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the role of support services
- Understanding of the principles of value for money
- Understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviours

Please refer to LB Merton's Model of Leadership Behaviours