

Job Description

Job Title	Senior Principal Accountant (Capital & Treasury)		Directorate	Finance & Legal Services
Post Number	FIN102		Service	Financial Services
Grade	Grade 13	Salary	SCP 50-53 £53,741- £57,572	Section Central Finance

Reports To **Finance Manager**

Purpose of the Job

To provide a quality Accountancy Service to the Authority's Directorates and any external customers that Accountancy Services may have contracted to serve.

Specific Accountabilities

- To provide a quality Accountancy Service to our customers
- To ensure that all customers receive good value for money from the resources they have available.

Client Support

- Strategic Directors / Client support (as required).
- Directorate support (as and when required).

Management

- To provide support to and deputise for the Finance Manager, as and when required.
- To manage the relevant Finance team in the absence of the Finance Manager.
- To assist in the strategic delivery of Directorate priorities in relation to financial issues.
- Attend service team and staff team meetings
- To participate in the Performance Review and Development (PRD) process.

- To recognise changes in the service and identify personal training requirements to accommodate this.
- To document all work based procedures relating to this post.

Other

- To assist the Finance Manager in the strategic accountancy service delivery of the budget to the Strategic Director and Chief Officers.
- To take a lead role in the coordination and review of the capital programme for all Council services, involving the continuous review of resource availability and expenditure commitments
- Overall monitoring of the Capital Programme and external funding bids in conjunction with service accountants, ensuring adherence to deadlines, maintenance of master documents for update of changes to expenditure and funding of capital schemes, capital receipts, and revenue impact of Capital schemes
- To take overall responsibility for capital and treasury accounting, in particular ensuring that statutory and other deadlines for closing these areas of the accounts are achieved and producing the capital and treasury notes for the Statement of Accounts
- Production of capital reports to Strategic Executive Board, Cabinet and Council and monitoring of compliance with the Council's governance arrangements on capital and external funding matters
- Annual review and update of the External Funding Code of Practice and other guidance documents for officers and members
- Management of the Council's Treasury function including monitoring of cash flows, borrowing decisions and investing surplus funds in accordance with the Treasury Strategy
- Production of medium-term Treasury budgets, accounting for Treasury transactions and monitoring of the Treasury budget
- Managing the administration of the residual debt for the ex West Midlands County Council
- Lead responsibility for financial management of the Council's lease portfolio and accounting for leases in accordance with accounting regulations
- Keeping abreast of regulatory changes and provision of advice to officers on matters relating

to Capital, External Funding, Treasury, Leasing and attendance at nominated working groups

- Production of statutory documents including Capital Strategy, Annual Treasury Management Policy, Annual Investment Strategy and Minimum Revenue Policy
- Review, update and monitor Prudential Indicators for Capital and Treasury
- Submission of statutory Capital and Treasury Returns to Central Government
- Support for special projects as directed by the Head of Financial Services and Director of Finance & Legal Services
- To co-ordinate, develop and encourage the exploitation of Financial System (UNIT4) processes in the team and the Directorate.
- To co-ordinate responses to the Directorate in respect of finance paragraphs required for decision sheets and committee reports, in conjunction with the Finance Manager.
- To oversee the final production of relevant grant returns for the Directorate.
- To liaise with the Authority's external auditors in respect of areas of work undertaken.
- To keep the Finance Manager informed as to all developments relating to the post holder's specific areas of responsibility.
- To do anything else commensurate with the postholder's level of training and experience and conducive to fulfilment of the job purpose outlined above.

Key Accountabilities

- To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Directorate.
- To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies.
- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate aims and management style.
- To comply with the council's financial regulation and standing orders
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions

This post is subject to the DBS/CRB checking process *(delete if not applicable)*

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old) *(delete if not applicable)*

Car Allowance

Casual

Prepared By
(Section/Mgr)

Review Date