

JOB DESCRIPTION



Chief Technical Accountant (Post 2023)

Service Area

Finance

Manager/Team Leader

Assistant Director Finance Assets Legal

Direct reports

1

Total Managed

3

Purpose of the Role

To lead on delivering the Council's finance service comprising accountancy and exchequer services. To lead on setting the Council's annual budget and setting the Council's Council Tax each year. To lead on producing the Medium-Term Financial Strategy each year. To have overall responsibility for the Council's Treasury Management function and Capital Strategy, including the preparation and monitoring of the capital programme and its financing. To undertake the accounting for the Collection Fund. To be responsible for managing a procurement service for the Council.

Key Result Areas

1. Provide technical expertise to ensure the management of the Council's finances comply with all legislative and accounting codes of practice and NNDC's governance arrangements.
2. To support the Director of Resources in the production of the medium-term financial strategy, coordinating, implementing, and reconciling the relevant information.
3. To be responsible for the treasury management function and to maintain a detailed knowledge of the requirements in this area.
4. To be responsible for Collection Fund accounting for the Council and to maintain a detailed knowledge of the operation of this area.
5. To be responsible for producing the Capital Strategy and the setting, maintaining and monitoring of the Capital Programme and Capital Financing.
6. Manage the procurement function for all goods and services procured through a contract.
7. To build effective relationships with Members and Officers at all levels of the Council to support and promote sound financial processes.
8. To produce business cases and costing options as required for the Council to inform decision making.

*In order to assess this from the application form we require you to provide an example

9. To provide finance research, keeping up to date with developments and providing technical policy papers as and when required. To ensure the Council responds positively to financial legislative changes together with external and internal inspection recommendations.
10. To co-ordinate and take a lead in responding to government consultations on financial matters as required.
11. To ensure government and any other relevant finance returns are completed and submitted on a timely basis.
12. To manage the Council's insurance policy, ensuring appropriate and adequate insurance cover is in place and that claims are dealt with efficiently.
13. To represent Finance at meetings, on specific project and working groups as required.
14. To develop and agree the annual audit plan with the Council's internal audit contractor and present to the Audit Committee as required.
15. To undertake such duties and responsibilities as determined by the Assistant Director for Finance and Assets.
16. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
17. Any other work required and as directed within the confines of the existing grading and post.

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PERSON SPECIFICATION



**NORTH
NORFOLK
DISTRICT
COUNCIL**

Chief Technical Accountant (Post 2023)				
		Essential	Desirable	How Identified
Experience/ Knowledge	Demonstrates knowledge and understanding of working within a finance environment of a similar organisation	✓		Application Form*
	Extensive knowledge of Local Government Finance and Accounting	✓		Application Form*
	An extensive understanding of the relevant financial legislation and guidance in respect of Local Government Finance	✓		Application Form*/ Interview
	Understanding of providing professional advice to internal and external customers	✓		Application Form*/ Interview
	Understanding of local authority treasury management activities and the economic, legislative and regulatory context for Councils	✓		Application Form*/ Interview
	Understanding the operation of the Business Rate Retention Scheme, Council Tax and the Collection Fund.		✓	Application Form*/ Interview
	Complete understanding of the legislative/policy framework and how it relates to NNDC	✓		Application Form*/ Interview
	Managing and Motivating staff		✓	Application Form*/ Interview
	Demonstrate working knowledge of procurement processes and practice		✓	Application Form*/ Interview
	Working knowledge of Capital Finance Regulations	✓		Application Form*/ Interview
	Experience in leading and implementing service delivery change		✓	Application Form*/ Interview
	Knowledge and experience of managing and co-ordinating production of Statutory Accounts		✓	Application Form*/ Interview
Training	Proven record of Continuing Professional Development	✓		Application Form

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		Essential	Desirable	How Identified
Qualifications	Qualified CCAB Accountant	✓		Application Form
	Educated to degree level or equivalent	✓		Application Form
	Certificate in Management qualification or equivalent		✓	Application Form
Skills				
Skills	Able to produce accurate and complex reports for officers and members of a predominately financial nature	✓		Application Form*/ Interview
	Ability to understand and interpret government and professional guidance, consultation papers and legislation and to implement required changes	✓		Application Form*/ Interview
	Proficient in the use of IT systems including spreadsheets and financial information systems	✓		Application Form*/ Interview
	Effective communication skills including oral and written	✓		Application Form*/ Interview
	Ability to manage conflicting pressures to deliver service and corporate objectives.	✓		Application Form*/ Interview
	Good presentation skills - Ability to present complex issues clearly and concisely to members and officers	✓		Interview
	Able to identify innovative solutions and opportunities to deliver service and corporate objectives		✓	Application Form*/ Interview
	Analytical skills	✓		Interview/ Test
Aptitude and Disposition				
Aptitude and Disposition	Ability to work well in a small team	✓		Interview
	Ability to work on own initiative	✓		Interview
	Need to be self-reliant with good time management skills	✓		Interview
	Able to prioritise	✓		Interview
	Customer focused	✓		Interview
	Able to motivate and develop others		✓	
	Demonstrates good listening skills and can respond to the diverse needs of others	✓		

		Essential	Desirable	How Identified
Personal Circumstances	Be prepared to work additional and unsociable hours if required	✓		Interview
Physical	Ability to work in an open plan office	✓		Interview

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