

## HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Accountancy Team Leader  
TEAM: Financial Services  
GRADE: 8  
POST NO.: FTL01  
SERVICE AREA: Finance Services  
RESPONSIBLE TO: Head of Financial Services

### VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. This post is subject to a basic DBS check.

DATE ISSUED: October 2024

### JOB PURPOSE:

In providing regular, robust, timely financial information and detailed analysis to key stakeholders the role will be important in ensuring high quality financial management is embedded throughout the business.

To deliver assurance and compliance with relevant legislation and guidance on the financial position and performance of the Authority so that effective action is taken on a timely basis.

To support Directors, Heads of Service and their budget managers to deliver their budget management responsibilities. The post holder will be required to translate complex financial data to non-financial stakeholders and effectively challenge budget managers, in ensuring robust financial management of each business area.

To provide technical advice to the rest of the finance team and where needed across the organisation.

### PRINCIPAL RESPONSIBILITIES:

1. To line manage the Finance Business Partners and financial controls and support the wider team, including the motivation, development and performance of the team by conducting appraisals and 1 to 1s.
2. To promote the Business Partner approach within the organisation.

3. To advise, support and provide formal financial training for budget managers in relation to their Revenue & Capital budgets. Ensuring the monitoring Member decisions, expenditure and income variances, budget virements, and advising or implementation of new legislation.
4. To manage and ensure the team produces and publishes the financial statements and budgets for the Authority, complying with statutory deadlines and in accordance with CIPFA's Code Practice, including completion all related working papers.
5. To ensure the timely completion of all relevant statistical returns and grant claim forms including CIPFA statistics.
6. Provide accurate and timely information to internal and external auditors regarding financial statements, statistical returns and grant claims, engaging proactively with these parties.
7. Ensure balance sheet reconciliations are reconciled on a timely basis in accordance with defined risk assessment frequency Highlight any problem areas and liaise with budget holders or the Head of Financial Services, ensuring issues are resolved.
8. To assist the Head of Financial Services in all aspects relating to month end, quarter end and year end reporting, including calculation of performance indicators, taking appropriate actions and updating the Performance Management System. Production of monitoring reports for revenue expenditure against the budget in conjunction with the Finance Business Partners and identifying major variances, and creation of first draft of Member reports.
9. To compile the Capital Programme from information supplied by service managers, ensuring that it is complete for submission to Members for approval. Production of monitoring reports for capital expenditure against the budget in conjunction with the Finance Business Partners, identifying major variances for reporting to Members.
10. To co-ordinate the Council's overall Capital Programme ensuring that adequate resources are available for funding purposes.
11. To ensure that the Council's capital accounts and asset register are maintained in accordance with the latest guidance and legislation.
12. To arrange lease finance, when necessary, for the acquisition of vehicles, plant and equipment.
13. To initiate, collect and maintain records relating to Parish Precept requirements, including liaison with parish and town councils where necessary within specified timescales.
14. To control and administer the Council's Collection Fund ensuring compliance with statutory regulations, and ensuring that all income is accounted for properly, precepts are paid on time and for the correct amount, and the correct sums are paid to and received from the Secretary of State. Also to liaise with the Council Tax & Business Rates Team regarding reconciliations and statutory and statistical returns.
15. To ensure the day-to-day management of the Treasury Management function, authorising investments where required. To prepare treasury management reports in accordance with CIPFA guidelines

16. To undertake accurate and timely analysis in response to ad-hoc requests from customers, including resolution of first stage complaints.
17. To provide adhoc cover for systems work as required. To act as and promote a Systems Super User approach within the finance team
18. To act as VAT Officer for the Authority including completing the VAT return within set deadlines and providing advice; sourcing external advice; or sign posting to advice on VAT matters as appropriate. To act as deputy for the Finance Services Manger where required.
19. To provide support to the Head of Financial Services on all projects and other matters.
20. To uphold and display the HDC behaviour competency framework to at least level 2.
21. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
22. As a term of employment the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

### 23. Health and Safety

- To be familiar with and at all times comply with
  - the Council's general health and safety policy,
  - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
  - local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

**HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION**

<b>JOB TITLE:</b>	Team Leader - Accounts				
<b>TEAM:</b>	Financial Services				
<b>POST NO:</b>	FTL01	<b>GRADE:</b>	8	<b>WEEKLY HOURS:</b>	37
<b>ALLOWANCE:</b>	Casual car user				
<b>CONTRACT TYPE:</b>	Casual <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed term <input type="checkbox"/> If fixed term, end date / event: N/A				

<b>TYPE OF CRITERIA</b>	<b>ESSENTIAL REQUIREMENTS:</b> Minimum requirements for the successful completion of the job	<b>ASSESSMENT</b> <b>A / I / T / E</b>	<b>DESIRABLE REQUIREMENTS:</b> Elements that contribute to improved / immediate performance in the job	<b>ASSESSMENT</b> <b>A / I / T / E</b>
<b>QUALIFICATIONS</b>	Current Member of CIPFA, ACCA, ACA or CIMA	A,E		
	Evidence of CPD	A,E		
	GCSE Grade C Mathematics and English Language or equivalent.	A,E		
<b>EXPERIENCE</b>	Experience of preparation of budgets	A,I	Completion of statistical returns and grant claim forms	A,I
	Budget monitoring for customers	A,I	Local Government Finance experience	A
	Experience of preparation of financial statement working papers	A,I		
	Previous people management experience including team management, performance management, motivation and development	A,I		
<b>KNOWLEDGE</b>	Knowledge of International Financial Reporting Standards (IFRS)	A,I		
	Proven ability to use Microsoft products to intermediate level, especially Word & Excel	A,I,T		
<b>SKILLS</b>	Ability to set and achieve objectives within timescales	I	Calm approach under pressure	I
	Proven ability to prioritise for self and team	I	Project Management	

	Ability to communicate effectively and build effective working relationships	I	
	Able to work on own initiative	I	
	Able to work as part of a team	I	
	The ability to motivate others	I	
	High degree of literacy, numeracy and accuracy	A,I,T	
	Proven ability to confidently deal with a wide range of customers and provide an excellent service	I	
	Negotiating skills in relation to resolution of customer queries and complaints	A,I	
	Proactive and flexible approach to problem solving	I,T	
	Accurate and concise work	A,I,T	
	Ensuring continuous improvement in the process & ensuring corporate views are incorporated in any changes	I	
<b>OTHER</b>	Basic DBS check	E	
	Attendance at evening meetings could be required	I	
<b>Assessment Legend:</b>	A = Application	I = Interview	T = Test or Assessment
			E = Evidence (e.g. certificate)