

Financial Accountant

Job Description

Position Pay Level: 7

Position Pay SCP: 30 - 35

Salary: £43,253 - £48,795 (inclusive of Local Weighting Allowance of £1,130 per annum)

DBS requirement: Standard

Reports to: Strategic Financial Manager

Financial Responsibilities: None but will support Slough Borough Council in reaching a sustainable future and significantly improve transactional workflows with residents, lowering costs for the Council.

Main purpose of Job:

Depending upon placement, financial accountants will be responsible for:

- Supporting the administration of financial processes and support systems; maintaining accounting and other records ensuring the Deputy Directors of Finance are provided with a complete, effective, confidential service.
- Assisting finance colleagues to undertake their duties.
- Managing and developing appropriate relationships with colleagues in other service areas, external agencies and the community.
Providing financial information, advice, support and added value insight to budget managers and more senior finance staff.
- Be a first point of contact for the Deputy Directors of Finance presenting a professional, competent and efficient image of the Finance and Commercial Services Department.

Key Accountabilities

- Support implementation of the Council's strategy, Corporate Plan vision and priorities, helping services respond to future challenges, deliver continuous improvement and provide value to residents; supply clear financial and commercial information to inform service planning and development.
- Support budget and service managers through budget preparation, monthly monitoring, forecasting, year-end and closure of accounts; explain the required financial information and processes, cost proposals, and identify and confirm potential budget pressures and savings.
- Maintain tight budgetary control by anticipating financial issues, scrutinising and critically evaluating monitoring figures at regular meetings, helping managers keep net expenditure within budget, identifying corrective action and escalating issues not resolved by service managers.

- Undertake service and year-end analysis to support the reported financial position and preparation of the accounts, providing accurate, timely and confidential financial information, advice, support and added-value insight to budget managers and senior finance staff.
- Work with the Commercial and Strategic Finance teams to prepare robust financial and commercial analysis, benchmarking, costing and modelling for business cases, projects, service improvement plans, new services, changes to existing services and alternative delivery models.
- Apply financial and commercial expertise to support value for money, strong price competition, appropriate transfer of risk through third-party contracts, improved financial and business performance, and the identification of commercial opportunities.
- Act as a key liaison point between service areas and Corporate Financial Management, and work collaboratively across the Council with finance colleagues, Commercial and Strategic Finance teams, external agencies, third parties and the community, ensuring plans, initiatives and projects receive appropriate financial and commercial input.
- Deliver specialist financial support and review, maintain and improve relevant systems, support processes, procedures and accounting records to secure an efficient, cost-effective and high-quality service; support finance colleagues in their duties and provide senior finance leadership with a complete, effective and confidential service.
- Provide timely, high-quality financial and commercial information for the implementation and review of change programmes; identify efficiencies and continuous-improvement opportunities, and work with the Slough Finance Management Team and service managers to increase financial and commercial awareness and support delivery of savings, helping Slough Finance work towards best-in-class performance.
- Champion the Council's approach to improving services and present a professional, competent and efficient image of Finance and Commercial Services, including acting as a first point of contact for the Deputy Directors of Finance where required.
- Advise on, interpret and comply with the Council's constitution, standing orders, financial regulations, financial procedures and practices, and budgetary framework, together with health and safety and safeguarding responsibilities.
- Demonstrate the Council's values and behaviours and uphold its equality and diversity policies by ensuring non-discriminatory practice and embedding diversity in workforce planning, policy development and service delivery; undertake other duties commensurate with the post and rotate to other roles within the department in line with business needs.

Person Specification: Financial Accountant

Area	Description	Essential/ Desirable
Experience	Experience, evidenced by a record of working in a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources, including of commercial and financial management.	D
	Experience of maintaining partnerships and productive working relationships within a complex policy and service environment with senior managers and councillors, and a wide range of other bodies, such as partner organisations, communities, public agencies and statutory bodies.	E
Skills and abilities	A proven track record of analysing and providing advice and guidance on local government finance and policy issues including legislative change and horizon scanning.	E
	The ability to prioritise and organise their own workload.	E
	The ability to handle confidential and sensitive information.	E
	The ability to understand equal opportunities issues and a commitment to valuing diversity.	E
Knowledge and understanding	Strong knowledge of the issues facing local government and those relevant to service/functional responsibilities, together with the legal, financial and political context of public sector management and the statutory responsibilities of this post.	E
	Ability to deploy relevant business and commercial knowledge and techniques including project, programme and change management techniques, research methodologies, KPIs, standards.	E
	Wide understanding of strategic financial planning and techniques and their application in a budget setting scenario.	E
	Ability to lead, motivate, enthuse inform and develop people, both within the team and those in other departments.	E
	Effective presentation, communication and interpersonal skills.	E
	Effective and demonstrable commercial and financial skills.	E
Qualifications	CCAB/CIMA (or overseas equivalent) Full or part qualified or specialist technical skills	D
	Degree or relevant knowledge and experience.	E