

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**JOB DESCRIPTION**

<b>Job Title:</b>	Principal Accountant	<b>Grade:</b>	10
<b>Directorate:</b>	Resources and Support Services	<b>Service:</b>	Financial Management
<b>Post No:</b>	CC140	<b>JE Ref:</b>	A327
<b>Date of Issue:</b>	December 2020		
<b>Responsible to:</b>	Finance Manager		

**Main Purpose of Job:**

To provide an efficient, effective and comprehensive accountancy and financial management and advice service for all services of the Borough Council.

**Main Tasks/Duties/Responsibilities**

1. To deputise for the Finance Manager as required.
2. To supervise and manage the day-to-day operation of the Financial Management Service including the supervision of Accountancy staff and the development and analysis of accountancy performance indicators and benchmarking data.
3. To effectively co-ordinate and supervise the completion of regular major tasks including estimates, budgetary control, financial reporting, financial returns and claims and the compilation and publication of financial accounts and where required to carry out elements of these tasks, including liaison with external bodies.
4. To co-ordinate and, where appropriate, carry out the preparation of revenue and other estimates and projections, to monitor actual expenditure/income with comparisons to budgets and to initiate action necessary in respect of variances.
5. To develop, operate, update and document all financial and other applications and processes, both computerised and manual, in relation to accountancy services and other purposes, and give training and advice to all users of the applications or processes. Also to participate in the assessment of the suitability of proposed new financial and other ICT applications in relation to Accountancy and other services, and the procurement processes in respect of such applications.
6. To deal, on behalf of the Head of Finance (Section 151 Officer), with all matters relating to the Council's role in partnerships, especially where the Council acts as accountable body, including the preparation, collation, authorising and monitoring of grants and other payments to the various projects which arise from partnership activities with the Council.
7. To deal with all aspects of accounting for capital expenditure, income and assets.
8. To liaise with the Council's bank in matters relating to the services provided.
9. To participate in the formulation of Corporate, Departmental and Accountancy policies, strategies and procedures.

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10. To attend Committee, Working Party and other meetings when appropriate, and to represent the Head of Finance (Section 151 Officer), the Finance Manager or the Council at such meetings.
11. To compile reports, briefing notes and similar documents for Members, Heads of Service and Senior Managers.
12. To advise, train and consult with members of staff within Accountancy and other Services and with Council Members and external agencies as required, including advice and interpretation in relation to financial regulations/standing orders and the development of appropriate practices and procedures.
13. To supervise the financial administration of charities for which the Council acts as trustee or in a similar capacity, including arranging payments and the production of accounts and returns to the Charity Commission.
14. To make a positive contribution to the future development of the Financial Management Service and meet the challenge of changing financial legislation and practice.
15. To supervise and, where necessary, carry out the operation of the Council's Treasury Management functions, including liaison with the Council's bankers in relation to banking services provided, borrowing and investments, including liaison with investment managers, leasing advice and administration and participation in the procurement of such services.
16. To fulfil all reasonable Accountancy objectives/tasks as assigned by the Finance Manager and constantly monitor progress and performance against such objectives/tasks.
17. To compile financial returns, statements, grant claims and questionnaires for central government and other bodies.
18. To certify invoices and CHAPS transactions as required, authorise creditors payment runs and transmit payments data via the electronic banking system.

**Occasional Tasks/Duties/Responsibilities**

1. To contribute to the Council's medium term financial strategy.
2. To compile Council Tax setting data and Council resolution, and to collate data for the Council Tax leaflet.
3. To undertake "one-off" investigations, special projects and financial appraisals.
4. To complete tendering procedures for banking services, investment managers and leasing brokers etc.
5. To document and update office processes and procedures.
6. To calculate the Council's liability for tax, and complete the Council's Income & Corporation Tax & Sec 17/18 (tax on interest) forms.
7. To conduct Employee Development and Return to Work interviews for Accountancy and Creditors staff.

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8. To participate in staff recruitment interviews and selection processes for the Accountancy and Creditors functions.

### **General**

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

**This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.**

### **Disclosure of Criminal Convictions**

**Due to the nature of the duties associated with this post, it is considered to be covered by the Rehabilitation of Offenders Exemptions Order 1975 (as amended) and is a Regulated Position as defined by the Criminal Justice and Courts Services Act 2000.**

**If you are offered appointment to this post, you will be required to obtain a Standard Disclosure from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings, as well as convictions.**

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