

## ROLE PROFILE

<b>Job Title:</b>	Accountant	<b>Job Code:</b>	R/F5
<b>Department:</b>	Finance	<b>Version:</b>	1.3
<b>Reports To:</b>	Financial Accountant / Management Accountant	<b>Date Created:</b>	July 2020
		<b>Member of:</b>	Corporate Services Directorate
		<b>Grade:</b>	K
		<b>Budget:</b>	N/a

<b>Is this a politically restricted Post?</b>	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

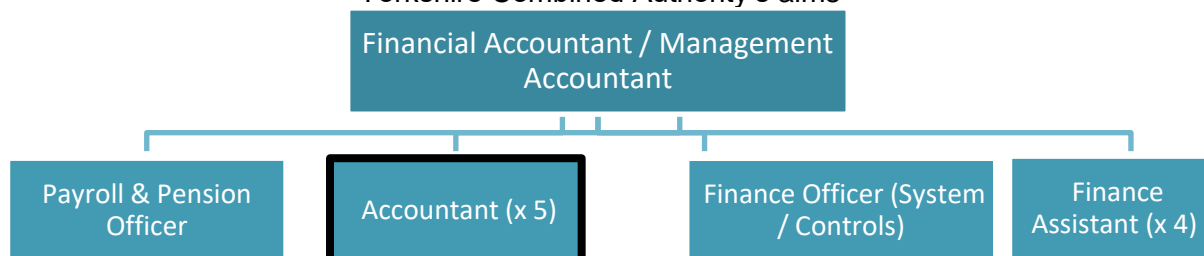
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Providing strong financial governance and control whilst facilitating effective delivery of West Yorkshire Combined Authority's aims



## Job Overview:

- Proactively participate and lead on key financial accounting work, including the production of statutory annual accounts, reconciliations, external returns and claims.
- Proactively participate in the production of the annual revenue and capital budgets, and associated in year monitoring, forecasting & reporting.
- Provide a positive contribution to Directorate Management teams and deliver an effective service including advice, support, challenge and guidance to colleagues, ensuring financial controls and procedures are adhered to.

- © Design, implement and maintain the systems required for delivery the objectives of your function to support the Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participation and delivery of your directorate's objectives.
- © Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People Contacts:

- Take ownership of your own continuous professional development and taking action to ensure that you are equipped to complete your work.
  - Responsible for the day to day 'task' management of the Finance Assistant when assigned to undertake accounting work.
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- © Support partnership working across the organisation and externally.
  - © Work together with your team to ensure targets are achieved.
  - © Be an advocate of our strong performance management culture, taking accountability for delivering results.
  - © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
  - © Take a proactive approach to internal processes, contributing during meetings and interviews.
  - © Utilise effective communication channels when working with others.

### Technical Duties:

- Lead on aspects of revenue and capital budget planning, monitoring, variance analysis, forecasting and reporting of key variances, working in partnership with Directorate budget controller / holders whilst providing advice, challenge and resolving of issues.
- Lead on the provision of timely, relevant accurate financial performance information that positively supports Directorate decision making and attend regular Directorate meetings to advise on the financial position.
- Manage and contribute to the development / implementation of appropriate financial systems, processes and lead the drafting and production of monthly, quarterly and ad hoc financial reports.
- Provide financial / technical support in the areas of work covering nominal ledger, debtors, creditors, cash, banking and payroll, including support to subsidiaries and associated companies (eg UTG, Rail North).
- Ensure financial records, systems and other internal controls, including standing orders, financial regulations and asset register, are properly managed, maintained, controlled, reviewed and complied with.
- Ensure VAT claim, CIS returns and a range of financial and statistical returns are completed properly and on a timely basis, including support to colleagues on the financial aspects of grant claims to ensure all conditions met.
- Ensure 'key' reconciliations are regular investigated, reviewed, and completed, including bank reconciliations, control and suspense accounts and treasury management accounts.
- Ensure external recharges are recorded, calculated accurately and timely sales invoices are issued, aged debt is managed and resolved, including inter-company recharge via the banking systems.
- Responsible for the review of creditor pay-lists and to authorise payments as the first line of authorisation, including authorisation of HQ petty cash claim.
- Proactively participate, and lead on elements such as key account controls, reconciliations and accruals / prepayments, in the preparation of the statutory annual accounts for the CA and any associated companies, in accordance with the appropriate legislation and financial reporting standards.
- Utilise financial knowledge to support reports for decision, grant claims, funding bid submissions, provide financial models and to ensure that they meet organisational objectives.

- Undertake the Combined Authority's day to day borrowing, cash and investment activities, identifying opportunities to minimise borrowing and presenting intelligent arguments on opportunities to enhance investment returns, working with the Combined Authority's Treasury Services partner and within the Prudential Code.
- Co-ordinating with the Payroll & Pension Officer to ensure a seamless service is provided at all times in relation to the monthly payroll run.

- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © Ensure you have the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan your workload, identifying appropriate solutions and acting accordingly.
- © Lead by example on health and safety matters, ensuring compliance with the Combined Authority's health and safety policy.

### Financial:

- As Lead Accountant, for an allocated Directorate, support and advise on financial and budgetary matters, ensuring that the Directorate receives regular financial reports to agreed deadlines.
- Lead on a number of key financial submissions / returns to HMRC, Government Departments and other partners.

- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

### Impact & Influence:

- Provide professional representation and use good communication skills whilst working with external stakeholders and customers, including auditors, bankers and tax advisors.
- Use communication skills to influence and challenge existing ways of working to ensure that the best interests of the CA are achieved.
- Identify and find solutions to communication challenges observed within the organisation.
- Champion the financial aspects of the CA's work, promoting the finance function and team as enablers / partners whilst ensuring strong internal financial controls.

- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
- © Foster good working relations across the organisation, building effective departmental relationships.
- © Use strong communication skills to influence key customers and stakeholders supporting your function's ability to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © CIMA / CCAB qualified (CIPFA, ACCA, ICAEW, ICAS, ICAI).
- © Practical experience of successfully performing in a similar role.

- Strong understanding and experience of financial controls.
- Demonstrate deep understanding of financial procedures within a Local Authority environment.
- Practical knowledge of financial reporting standards and CIPFA/IFRS Code.
- Membership of CCAB/CIMA or equivalent

### People:

- © Experience of effectively contributing to department objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

- Experience of working in a multi-functional finance team.
- Experience of prioritising, planning and organising own workloads to manage expectations and deadlines
- Experience of supervising staff on day to day tasks.

### Technical:

- © Demonstrable experience of managing and championing change successfully.
- © Strong communication skills with the proven ability to influence, negotiate and challenge.
- © Experience of making compelling business cases/ reports to a range of audiences.

- Experience of analysing financial information and maintaining systems of internal financial control.
- Experience of assisting with the production of statutory financial accounts.
- Demonstrable experience in the use of accounting software.
- Advanced user of Excel, with strong skills in other Microsoft office packages.

### Financial:

- © Demonstrable experience of successfully managing budgets.

- Demonstrable experience of reviewing grant and funding bids
- Experience of managing complex financial processes with multiple stakeholders.

### Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

- Proven experience of conveying information both written and oral in a clear and concise style.
- Experience of taking a partnership approach to working with non-finance colleagues

- Good communication skills with the ability to advise and challenge.
- Experience of working in a changing environment.

## OUR VALUES & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.