

## JOB DESCRIPTION



<b>DIRECTORATE</b>	Deputy Chief Executive
<b>SERVICE</b>	Finance
<b>POST NUMBER</b>	TBC
<b>POST TITLE</b>	Principal Accountant
<b>POST GRADE</b>	Local Salary Grade PO2
<b>CONDITIONS OF SERVICE</b>	NJC for Local Government Services Conditions of Service as amended locally
<b>RESPONSIBLE TO</b>	Head of Finance
<b>RESPONSIBLE FOR</b>	Senior Accountants; Trainee Accountant
<b>JOB PURPOSE</b>	To support the Head of Finance with the co-ordination and provision of effective accountancy services to the authority including comprehensive accountancy & treasury management advice, budget setting & monitoring (revenue & capital), council tax setting, technical analysis & advice and the preparation of financial statements.

### RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

<b>MAIN AREAS OF WORK</b>	
<b>1</b>	To provide technical accountancy & financial support to the Finance team to meet statutory and regulatory reporting requirements and the wider Council to support the delivery of Council objectives.
<b>2</b>	To co-ordinate the preparation of the revenue and capital budgets, including calculation of Council Tax requirement (& related banding data), in-year monitoring and the preparation of reports for the Senior Leadership Team and Committees.

3	To work with the other Principal Accountant and Head of Finance to ensure that the preparation of the Council's annual financial statements is completed to the specified standards and deadlines.
4	To oversee the council's cash flow and treasury management activities, including making arrangements for short term borrowing and investments as necessary and recommendations for longer term borrowing and investment decisions.
5	In liaison with the Head of Finance to draft the annual Treasury Management, Capital and Investment Strategies.
6	To prepare the in-year Treasury Management monitoring reports for the Audit Committee including calculating, monitoring and overseeing the Councils Prudential Indicators.
7	To co-ordinate and complete statutory returns, grant claims and other requests for information (including Freedom of Information requests) from external bodies in accordance with prescribed timescales
8	To support the Head of Finance and Deputy Chief Executive in the preparation of estimates for inclusion within the Medium-Term Financial Strategy.
9	Carry out professional and technical research to ensure that all financial management activity and reporting is in line with current best practice and legislation/regulation. To include providing timely advice to the Head of Finance & Deputy Chief Executive on the impacts of any changes or developments and the required action to address them.
10	Prepares information for inclusion in reports to Committee or Senior Leadership Team. Attend Committee meetings to present financial reports.
11	Ensure that financial reporting is accurate, relevant and timely to support effective decision-making and meet statutory responsibilities.
12	To co-ordinate the input of the Finance team into corporate and strategic projects, drawing on the individual expertise of team members as appropriate.
13	To support the other Principal Accountant with the preparation of Collection Fund and Capital Accounting.
14	Ensure that the council's financial record-keeping arrangements are managed in line with legislation, the council's Constitution and current professional standards.
15	Liaising with external audit and responding to audit queries during their work on the annual statement of accounts.
16	Lead, develop and motivate finance staff by providing direction, identifying emerging issues, determining priorities and provide appropriate performance management to ensure service standards are being met.
17	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
18	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual

<b>19</b>	To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service

Colleagues are expected to demonstrate our Values and Behaviours –

<b>RDC Value</b>	<b>Behaviour</b>	<b>Description</b>
<b>Respect</b>	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
<b>Open</b>	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<b>Outcomes</b>	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<b>Together</b>	<b>Communicates</b>	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

## PERSON SPECIFICATION



<b>POST TITLE</b>	Senior Accountant		
<b>DIRECTORATE</b>	Deputy Chief Executive		
<b>SERVICE</b>	Finance		
<b>POST GRADE</b>	Local Salary Scale PO2		
		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>			
Qualified Accountant (CCAB Body) <b>or</b> substantial work-related experience in a Local Authority Accountancy Team	X		
<b>Experience</b>			
Minimum 3 years practical experience within an Accountancy team	X		
Experience working within a Local Government finance team and detailed understanding of Local Government finance			X
Understanding and knowledge of accounting regulations	X		
Understanding of Local Government Finance	X		
Understanding of CiPFA Code of Practice	X		
Significant experience in financial and budget management	X		
Experience of working with large financial systems	X		
Understanding of Capital Accounting in a Local Authority setting			X
Practical Experience of Treasury Management	X		
Understanding of CiPFA Treasury Management and Prudential Code	X		
Developing complex spreadsheets	X		
Experience of administering VAT			X
Understanding of Collection Fund accounting			X
<b>Skills and Abilities</b>			
Experience of managing people	X		
Good IT skills including Excel, Word and Microsoft Outlook	X		
Strong analytical skills	X		
Ability to understand and interpret regulations and legislation	X		
Ability to communication financial information to non-financial audience	X		
Experience of drafting and presenting financial reports	X		
Managing changes of processes and procedures within a team setting	X		
<b>Training</b>			
IT (MS Office) – Excel, Word, Outlook	X		
Large financial systems	X		
<b>Knowledge</b>			
Understanding of local authorities functions and responsibilities	X		
Understanding of key issues facing local government	X		

August 2025