



Role Profile

Reference Number	FIN003
Role Title	Accountant III
Directorate	Resources
Department	Finance
Reports to	Finance Manager

Role Purpose

To perform a range of advanced professional accounting activities, and provide financial advice and guidance, to support the appropriate Finance Manager in delivering a comprehensive financial accounting, management accounting and advisory service to a service area, programme, or corporate centre of BCP.

This could include acting as a lead financial officer in the Council's owned companies and charities or in a specialist field such as taxation.

Accountabilities

- Prepare complex, expert advice, and advise BCP's Senior Management Team, Senior Responsible Officers, governance boards and budget holders on the financial implications of reports prepared to Member forums or Officer groups, to ensure decisions are made in the full understanding of the financial consequences.
- Provide financial impact, evaluation and analysis modelling to provide up to date and accurate financial information and reports so that BCP can make the best value for money judgements and report necessary financial information. This will include providing financial modelling for partnerships, service and projects.
- Provide the Financial Lead Officer role to key corporate or service-related programmes and initiatives, or within specialist fields such as companies, charities or taxation, to ensure BCP makes the best value for money judgements on service provision.
- Contribute to the preparation and monitoring of annual revenue and/or capital budgets with Senior Responsible Officers and the Finance Manager/ Management Accountant to ensure timely and accurate financial management, ensuring that spend is aligned to the strategic direction of the service and to support a holistic approach to business planning.
- Complete the statutory accounts and returns for the Companies and Charities within field where relevant, achieving an unqualified opinion, setting the budgets for the Companies and ensuring financial control and reporting is maintained and developed for the relevant Company Boards.
- Provide advice and guidance to senior officers on the application and implementation of Financial Standing Orders, Financial Management arrangements to ensure effective financial controls are put in place to ensure BCP adheres to all necessary Codes of Practice and relevant statues and regulations.
- Review legislative changes and evaluate the impact on financial policies, guidelines and protocols of BCP and BCP subsidiaries, to ensure compliance with regulations to required standards.
- Resolve complex queries from internal or external customers or suppliers by providing information on processes and the related policies, to ensure the integrity of the financial systems and controls.

Knowledge / Skills / Experience required

- Professional accountancy qualification e.g. CIPFA, CA, CIMA, ACCA or equivalent.
- Full membership of an accountancy membership body.
- Substantial experience of budget preparation and control, financial reporting, and financial analysis.
- Substantial experience of providing financial advice and support to Members, Senior Management Team and review groups and working parties (including those with organisations external to BCP).
- Advanced knowledge and understanding of public sector finance and reporting requirements. May include knowledge of a specific area of finance such as companies, taxation, or project accounting.
- Knowledge of the current and future legislation changes relating to specialist fields such as Company reporting requirements or taxation.
- Advanced knowledge of the Council's financial regulations and accounting procedures and practices.
- Advanced knowledge of financial management principals, finance systems, policies and procedures.
- Advanced Excel skills.
- Ability to communicate and persuade based on professional knowledge.
- Ability to plan and manage workload to meet deadlines.

Dimensions of role

- This role may supervise more junior accounting colleagues, and will provide support and guidance.
- This role does not manage any direct budgets.
- Plans and organises own work over days and weeks in line with defined statutory and financial reporting horizons and deadlines, taking account of priorities and the impact on other people.

Notes

Date:	01/02/2021
Working Conditions:	<ul style="list-style-type: none"> • Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them.
Working Arrangements:	<ul style="list-style-type: none"> • No specified working arrangements outside of a normal working pattern.