** Role Profile**

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| **Reference Number** | FIN002 | |
| **Role Title** | Accountant II | |
| **Directorate** | Resources | |
| **Department** | Finance | |
| **Reports to** | Finance Manager | |
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| **Role Purpose** |
| To perform a range of 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 or corporate centre of BCP. |

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| **Accountabilities** |
| * Design, develop, implement and maintain complex and sophisticated spreadsheets, graphs and charts to provide up-to-date and accurate financial information so that BCP can make the best value for money judgements and report necessary financial information. * Track progress against budgets and report variances to officers to ensure BCP makes the best value for money judgements on service provision. * Prepare financial reports for service units, grant claims, final accounts and elements of the overall statement of accountants to ensure requirements are met to time and accuracy * Provide advice and guidance on the financial aspects of Service Units/Service Area Business plans and policies, to ensure decisions are made in the full understanding of the financial consequences. * Contribute to the identification of Service Units/Service Area savings and efficiencies to ensure BCP makes the best value for money judgements on service provision. * Contribute to the preparation of annual revenue and/or capital budgets with Senior Responsible Officers and the Finance Manager/ Management Accountant to ensure timely and accurate provision of data. * Provide advice and guidance to officers on the application and implementation of Financial Standing Orders, and 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. * Resolve 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. * Contribute to tender appraisals and develop systems to assess the evaluation stage, to ensure BCP maximise the benefits from future procurements. |

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| **Knowledge / Skills / Experience required** |
| * AAT qualification and full membership. * Experience of budget preparation, closure of accounts, monitoring statements, budgetary control and variance analysis and provision of financial advice to managers of various levels. * Experience of treasury management, grant claim compilation, Government returns and undertaking financial appraisal of projects and initiatives. * Experience of providing financial advice and support to Senior Responsible Officers. * Advanced knowledge and understanding of public sector finance and reporting requirements. * Advanced knowledge of the Council’s financial regulations and accounting procedures and practices. * Advanced knowledge of 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. |

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| **Dimensions of role** |
| * This role does have not have supervisory requirements. * This role does not manage any direct budgets. * Plans and organises own work over days and weeks in line with defined financial reporting horizons and deadlines, taking account of priorities and the impact on other people. |

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| **Notes** | |
| Date: | 01/02/2021 |
| Working Conditions: | * 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: | * No specified working arrangements outside of a normal working pattern. |
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