



Ipswich Borough Council
Job Description: **G52a**

Team Leader - Accountancy

Main Purpose of Job

To manage a team providing a full accounting and financial consultancy service to specific Council services and related organisational units to enable the Council's obligations and objectives to be achieved within financial constraints.

Main Duties

1. Managing a team providing a full accounting and financial consultancy service to specific Council services and related organisational units to enable the Council's obligations and objectives to be achieved within financial constraints.
2. Provide the above service to the more demanding service groupings including:
 - a) Preparation of annual revenue and capital budgets
 - b) Budgetary and financial control
 - c) Supporting Directors and Assistant Directors in financial decision making and best use of resources
 - d) Challenging Directors and Assistant Directors to ensure proper financial practices are followed
 - e) Production of financial appraisals to support business cases
 - f) Preparation of final accounts, including completion of service related government returns and input to variance reports
 - g) Advising on the availability of management information
3. Manage staff, including regular communication briefings, monitoring workloads, conducting annual performance development reviews.
4. Complete grant claims and annual returns of estimated and actual revenue expenditure covering all council services.
5. Provision of a significant input into the production of the Financial Strategies & Medium Term Financial Plan.
6. Responsible for the preparation of revenue forecasts.

7. Responsible for the provision of information for inclusion in the quarterly budget monitoring reports and annual Statement of Accounts.
8. Ensure that budgetary control is exercised over all services in a consistent manner. This involves a regular supply of information to Directors, Assistant Directors and Operational Managers, monitoring performance, advising on best practice and most cost effective approaches.
9. Represent the S151 Officer at working parties / multi-functional groups.
10. Support the day to day running and ongoing development of the finance ledger system and accounting processes.
11. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



Ipswich Borough Council

Person Specification

Team Leader - Accountancy

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESMENT</u>
<u>Qualifications</u>	Qualified CCAB/CIMA	Management Qualification e.g. DMS or equivalent managerial experience	Application/ Certificate
Knowledge	<p>Knowledge of managing/developing financial information systems</p> <p>Excellent working knowledge of Excel and other Microsoft software tools e.g. Word</p> <p>Understand the principles of budget setting and budgetary control</p>	<p>Knowledge of Unit 4 (Agresso) finance system</p> <p>Knowledge of the Service Reporting Code of Practice (SeRCOP)</p>	Application/ Interview
Work related experience, skills and competencies	<p>Experience in setting up and managing procedures, ensuring best practice and delivering continuous improvement</p> <p>Experience in providing sound financial advice to enable informed business decisions to be made</p> <p>Able to work on own initiative and make decisions without reference to others</p> <p>Able to set, agree and meet personal and team performance targets and use resources effectively to achieve deadlines</p>	<p>Ability to work in a politically sensitive environment</p> <p>Experience of working in a local authority.</p>	Application/ Interview

	<p>A commitment to providing a quality, customer focused service</p> <p>Experience of leading a team</p>		
Personal skills	<p>Excellent and adaptive communication skills including experience of negotiating and influencing</p> <p>Able to challenge effectively and to influence others to ensure achievement of shared objectives</p> <p>Able to lead, motivate and initiate change</p> <p>Good organisational skills</p>		Application/ Interview
Special working conditions			