

## JOB DESCRIPTION

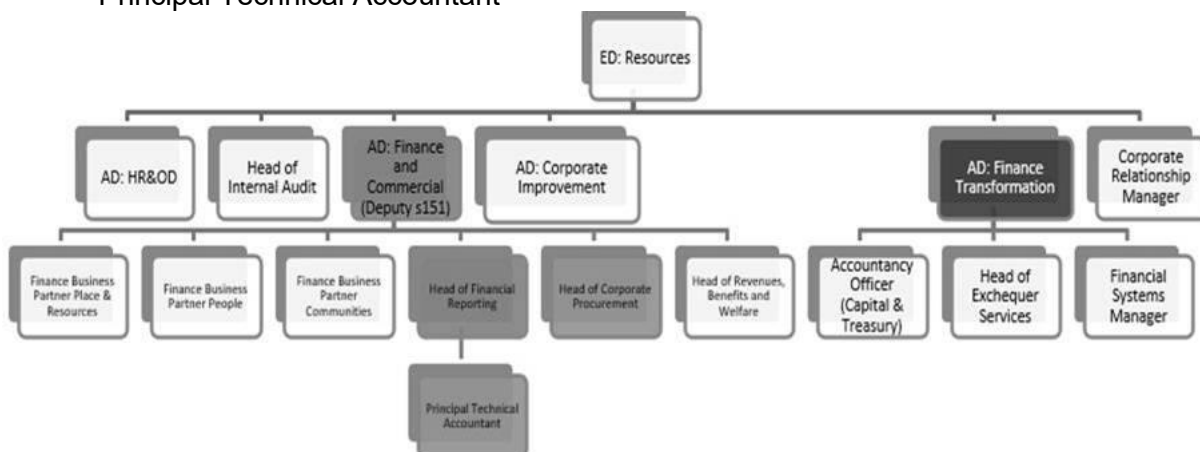
<b>Job Title:</b>	Head of Financial Reporting		
<b>Directorate:</b>	Resources	<b>Salary:</b>	£68,505 - £74,122 FTE inclusive of £729 London Weighting
<b>Section:</b>	Finance	<b>Grade:</b>	BG-B SCP 55 - 60
<b>Location:</b>	Time Square, Bracknell	<b>Work Style:</b>	Flexible

### Key Objectives of the role

- Ensure that the Council complies with statutory guidance and statutory deadlines in respect of its external financial reporting requirements, including the annual statement of accounts, whole of government accounts and other government and statistical returns
- Ensure timely, professional advice is provided to the Executive Director: Resources (s151 officer) on local authority accounting rules and regulations, including monitoring and preparing for changes to the Code of Practice on Local Authority Accounting for the United Kingdom and shared with the Finance team and other relevant officers
- Development of corporate accounting standards across the Council, monitoring adherence to them and ensuring that the chart of accounts and reporting hierarchies in the Council's corporate finance system (Agresso) are consistent with agreed accounting standards
- Management of the day-to-day relationship with the external auditor to ensure the annual audit of accounts and value for money arrangements is well managed
- Co-ordination of monthly revenue budget monitoring reporting to the Corporate Management Team to ensure accurate, timely and insightful information is provided to inform decision making

### Designation of post and position within departmental structure

- Reports to Assistant Director: Finance with line management responsibility for Principal Technical Accountant \*



## Daily and monthly responsibilities

- Planning and co-ordinating the Council's work on the annual closure of accounts and producing the statutory statement of accounts in accordance with the requirements of the Code of Practice on Local Authority Accounting and statutory deadlines
- Ensuring compliance with overall statutory deadlines and other agreed timetables for the delivery of financial services, including monitoring the timely preparation of government, statistical and grant returns by all Departments.
- Set and monitor corporate standards for revenue budget reporting, budgetary control information, reconciliations and other financial processes to be used throughout the Council to ensure robust, accurate and timely financial reporting.
- Liaison with the external auditor on planning and supporting the annual accounts and value for money audit
- Liaison with Pension Fund authority and accounting for pension costs
- Responsible for ensuring the Council's core financial systems continue to meet all statutory and local reporting requirements.
- Collection Fund accounting
- Non-departmental budgets oversight
- Make a positive contribution to the efficient execution of the Council's financial affairs by setting and monitoring standards of financial probity as part of the Council's Constitution.
- Such other duties as may from time to time be assigned by the Assistant Director: Finance and Commercial or the Executive Director: Resources (s151 officer), compatible with the nature of the post, noting that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post.

## Scope of role

- By providing accurate, timely and relevant financial information to enable effective budgetary control of expenditure and income and thus allow evaluation of performance against predictions for the Council, ensuring the Council maintains its expenditure within budget and that any compensating measures can be identified and implemented in a timely way.
- Co-ordination and production of the Statutory Accounts for publication, Audit and financial performance indicators that demonstrate the Council's overall financial health
- Management of a number of Council Wide budgets including those relating to Pensions, Business Rates and other income streams
- Interpretation of the effects of rules and regulations on the financial policies and procedures adopted by the Council and make appropriate recommendations for change

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>CCAB Qualified accountant</p> <p>Significant local authority experience in a senior financial role</p>	CIPFA qualification
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of the wide range of operations in a finance department of a local authority with particular reference to preparation of statutory accounts and managing corporate financial systems.</p> <p>Leading the compilation of local authority statutory accounts and dealing effectively with external auditor requirements</p> <p>Self-motivated and able to motivate others to consistently achieve results against tight deadlines.</p> <p>Ability to communicate clearly, especially through writing clear and concise reports on complex financial issues, with officers of all levels in the Council, Councillors and outside bodies.</p> <p>Able to analyse complex information, be agile and react to changing situations quickly and facilitate solutions for the organisation.</p> <p>Appreciation of the opportunities offered by the effective use of digital tools on the provision of corporate financial services.</p>	<p>Familiarity with Agresso</p> <p>Project management skills</p>
<b>Work-related Personal Requirements</b>	<p>No criminal record involving theft or fraud.</p> <p>Committed to maintaining professional standards and to quality service delivery and a good professional image.</p> <p>Willing to respond to requests, open to new ideas and being innovative.</p>	

	Committed to continuous personal development.
	Customer focused.
<b>Other Work Requirements</b>	Keeping up to date with current developments affecting local government generally and local government finance specifically .
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

