

Team Lead (Tier 4b)
Senior Accountant – Delivery

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| Job Title | Senior Accountant Team Lead – Co-ordination & Performance |
| Salary Grade | Scale O |
| Directorate/Service | Resources Directorate - Finance |
| Accountable to: | Tier 4 Delivery Lead – Operational Finance |
| Accountable for: | Responsibility for sub-team within Operational Finance; Contributory responsibility towards total WCC revenue and capital budgets |
| Politically restricted post | No |
| Delivery team: | Operational Finance Team |

Context

You will play an active role as part of our Operational Finance Team working in partnership with our Finance Delivery Team Leads to innovate our service delivery capabilities.

You will support the Service Manager for Finance and other Delivery Team Leads in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan.

You will develop and maintain good working relationships with our range of key stakeholders including the wider finance service, colleagues across Council services, Central Government, statutory partners, service providers, the voluntary sector and customers.

Specific role assignment *Assessed through Application (and interview)*

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| Delivery responsibilities | <ul style="list-style-type: none"> • Provision of high quality, consistent financial advice, information and support to WCC service areas in order to deliver strategic and operational financial planning, monitoring and reporting. • Provision of organisation-wide reporting of financial position, progress and issues in relation to both capital and revenue financial plans to ensure financial resources and service activities are aligned. • Ensure principles of consistency and standardisation are embedded within the delivery of the finance service including the development of templates and financial processes. • Co-ordinating the annual financial cycle in Operational Finance and across Council services: ensuring timetables and deadlines are adhered to; development and issuing of processes, templates and guidance; and ensuring both finance and service requirements are taken into account and delivered. |
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| | <ul style="list-style-type: none"> • Interpretation and analysis of complex financial and non-financial information and the communication of findings and recommendations to colleagues at all levels in order to support and make decisions. • Lead key activities which drive changes and financial improvements across all service areas. • Contribute to the development of the financial system, financial tools and corporate financial processes on behalf of Operational Finance. • Provide financial advice and ensuring financial control relating to Council services feeder systems and their interface with the financial system. • Application of innovative skills to design and create robust financial tools to be applied across Council services, assisting both financial and service teams. • Ensuring the accurate and timely completion of service-related statutory and non-statutory returns requiring financial information. • Responsibility for and management of operational sub-team and alignment of team resource to priority areas, including ensuring that all staff are appropriately supported, developed and appraised within the corporate framework. • Ensuring financial management is carried out in accordance with the financial framework, organisational policies and procedures and financial risk is appropriately escalated. |
| Key business measures | <p>No of core service level KBIs achieved <i>(these will be confirmed when the finance service offer has been finalised)</i></p> <p>Achievement of deadlines within financial cycle timetables</p> |
| Statutory responsibilities <i>(if applicable)</i> | Completion/submission of statutory returns |
| Specific experience | <p>Experience of working in Local Govt Finance (min 3 yrs)</p> <p>Experience of using Excel at an advanced level (including macros)</p> <p>Experience of Financial Systems as an advanced/superuser</p> <p>Experience of managing and/or supervising staff</p> |
| Specific qualifications/and registration | CCAB qualified (CIPFA, CIMA, ACCA or ICA) |
| Budget | Provision of finance support to the total Council revenue and capital |

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| responsibility | budget |
| FTE responsibility (line management) | Line Management of sub-team within Operational Finance: 5 FTE |
| Key stakeholder relationships | Service Manager for Finance Operational Finance Delivery Lead Finance Portfolio Leads Finance Management Team and their teams (especially Strategic Finance, Financial Projects, Financial Systems and Exchequer Services) Directorate Leadership Teams Portfolio Management Office HR and HR system support |

Generic capabilities of the role *Assessed through Interview*

| Generic Capability | Descriptor |
|--------------------|--|
| Business Acumen | <ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets |

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

| Generic Capability | Descriptor |
|-------------------------|---|
| Performance & standards | <ul style="list-style-type: none"> • Statutory compliance • Professional practice • Procedure compliance |

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

| Generic Capability | Descriptor |
|------------------------|--|
| Operational management | <ul style="list-style-type: none"> • Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement plans |

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures

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- Use data and insight to improve service performance

Generic leadership competencies

| Capability | Descriptor |
|-------------------|---|
| People Management | <ul style="list-style-type: none"> • Workforce development • Workforce planning |

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

| Capability | Descriptor |
|------------------------------------|--|
| Management of resources & planning | <ul style="list-style-type: none"> • Monitors the service performance framework • Effective service design |

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

| Capability | Descriptor |
|--|--|
| Organisational leadership & resilience | <ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles |

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high-performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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WCC values and behaviours *Assessed through Interview*

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what
we say



move with
purpose
and energy



focus on
solutions



help people
and
communities
to find their
own solutions



build strong
working
relationships



be the
best we
can be

Strategy... the direction we will take to
achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan,
purchase and monitor our services



Strategic Commissioning... the process for
understanding, planning and delivering services
to achieve the best outcomes



Operational Commissioning... the process for
meeting need at an individual level or to a
specific group



Delivery... providing services to our
customers

