

Job Description

For Qualified Financial Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Accountant - Public Health & Commissioning	JEID	FQ006
Salary Grade:	Grade O		
Team:	Operational Finance Service - Social Care and Health Finance Team		
Service Area:	Finance		
Primary Location:	Mostly working from home. Some office days at Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Finance Portfolio Lead		
Responsible for:	Accountant and Finance Officer		

Role Purpose

To lead a small team to do the following:

To provide high quality financial advice and support to senior managers, project managers and cost centre managers in relation to their financial responsibilities, ensuring that appropriate challenge and assurance is provided.

Providing service financial information to enable the preparation of medium term financial plans, annual budgets, budget monitoring and year end, in relation to both revenue and capital expenditure.

Financial leadership to specified procurement activity and the evaluation of financial tenders, the consideration and drafting of financial implications in reports, business cases and projects including costing and option appraisals

To support the delivery of a high quality Finance Service

This will involve working with and influencing stakeholders in particular our colleagues in the wider health and social care system.

Role Responsibilities

The responsibilities of this role are:

1. To provide financial advice and support to senior managers and cost centre managers in relation to:
 - the general management and financial control of revenue and capital budgets
 - improving forecasting provided by services through challenge and assurance
 - modelling and financial analysis including for projects and procurement activity
 - effective financial decision-making
 - budget setting and closing the accounts
 - the medium term financial strategy
 - service and team planning
 - costing service transformation and redesign options
 - contracts with external providers
 - reporting financial implications and risks
 - submission of business plans
 - ensure compliance with Warwickshire County Council's financial framework
 - identify improvements to existing financial procedures, processes and/or systems
2. To deliver best practice in the provision of high quality financial information and management reporting to Leadership and Management Teams/Boards.
3. To ensure that all requirements of the financial cycle are complied with, and in line with corporate, statutory and/or local timetables. Where required this includes ensuring the accurate and timely submission of grant and other returns, Freedom of Information requests, and audit queries.
4. To undertake other duties allocated by the Finance Portfolio Lead

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Finance Professional - Qualified Level 6
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Main Tasks

- Manage a Specialist Unit (reporting directly to a Third or Fourth Tier Officer) or be responsible for a specific technical area of work.
- Produce a Business Plan and be responsible for the delivery of its activities.
- Provide strategic (financial) advice to senior managers and elected members.
- Re responsible for final accounts closure for the service area.
- Be responsible for financial and statistical returns.

- Prepare reports to Committee and Senior Managers.
- Undertake reviews and identify improvements to existing procedures and / or systems.
- Undertake the monitoring of the specialist area activity at directorate / corporate level.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Substantial post professional experience including experience of managing a significant area of service within a Finance environment	A/I/D
The ability to demonstrate a high degree of complex problem solving skills	A/I/T
The ability to communicate complicated and contentious information with varied audiences in person and/or writing, including the ability to convince others to adopt a course of action which is not necessarily their preferred approach	A/I
The ability to work within a broad policy framework using managerial discretion over a very broad area of activity	A/I
The ability to work under a very high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A/I
Experience of managing others within a Finance environment	A/I
Experience of developing significant policies/ practices which impact across a broad area of the organisation	A/I
The ability to pull together plans/develop solutions through the introduction of new/original thinking	A/I

Desirable Criteria

Assessed By:

Highly developed Microsoft Office skills	A/I/T
Previous supervisory experience	A/I
Experience of advising managers and drafting financial aspects of reports and business cases	A/I
A commitment to customer care and continuous improvement in service quality	A/I
Demonstration of Continuous Professional Development	A/I
Experience of Local Government Finance and working with the NHS	A/I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	