

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

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|-----------------------|---|------|-------|
| Job Title: | Senior Accountant - Commercial & Taxation | JEID | FQ006 |
| Salary Grade: | Grade O | | |
| Team: | Strategic Finance | | |
| Service Area: | Resources Directorate | | |
| Primary Location: | Shire Hall | | |
| Political Restriction | This position is politically restricted. | | |
| Responsible to: | Finance Manager - Capital and Technical | | |
| Responsible for: | N/A | | |

Role Purpose

To support the County Council's financial framework processes, including those which enable the preparation of financial information and reporting and the integrity and robustness of the Council's financial information. Crucially including the control and reporting on the Council's commercial arrangements and their impact on the Council's finances.

To support the provision of high quality cost effective financial support, advice and assurance to the Council in relation to VAT and wider tax impacts; focusing on being an enabler for the authority (adding value by identifying the most effective way of using financial resource to deliver the key outcomes of the authority), whilst providing cost effective stewardship of these resources (by providing effective financial governance and ensuring financial accountability).

Role Responsibilities

Commercial: -

- Financial oversight and reporting of the Council's commercial ventures.
- Analysis of commercial business plans and their impacts on the Medium Term Financial Strategy.
- Monitor the performance of commercial ventures against the Council's Medium Term Financial Strategy and ensure financial performance is in line with commercial business plans and funding requirements.

- Ensure the funding and lending arrangements within the wider Warwickshire group receive a high level of assurance, financial accuracy and integrity and meet the Council's financial regulations.
- Ensure all income, charges and re-charges relating to the Council's commercial ventures are accounted for accurately.
- Undertake financial modelling and support the evaluations of business cases for approval at various stages of the business plans.
- Support the consolidation of Subsidiaries and Joint Ventures into the Warwickshire County Council Group Accounts.

Taxation: -

- Provide professional and technical tax advice on council investment proposals.
- Support the strategic co-ordination of the Capital Strategy and Medium Term Financial Strategy through tax planning input.
- Manage how the County Council accounts for, claims and reconciles VAT across all the authority's services.
- Keep abreast of changes in legislation and statutory guidance on all tax matters which may impact the authority, ensuring the necessary processes, procedures and financial systems are in place to ensure compliance.
- Undertake long term VAT planning, including completing the year end partial exemption calculation and quarterly predictive partial exemption calculations.
- Provide technical tax advice to support strategic decision making in relation to strategic initiatives, external and joint commissioning arrangements and the externalisation of services.
- Represent the authority on regional VAT groups.
- Ensure all key policies, processes and guidance on the treatment of VAT and other relevant taxes are on the intranet, up to date and provided to all staff including maintained schools.
- Provide VAT advice and training internally as required.
- Reconcile all VAT control accounts, holding codes and balance sheet codes ensuring all variations are resolved in a timely way.
- Ensure financial systems developments effectively support the accounting and reporting of VAT and other taxes.
- Act as cost centre manager for all VAT cost centre codes, controlling c.£59million of payments to and from HMRC annually.
- Complete routine VAT checks and respond to queries from internal customers to ensure compliance across the Council.
- Process VAT corrections in line with HMRC guidelines as required.
- Timely completion of all statutory returns relevant to the role.
- Check and approve VAT only invoices.
- Maintain and ensure effective implementation of the Council's Tax Strategy with regards to all relevant taxes including VAT, SDLT, corporation tax (for Council's subsidiaries), etc.

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

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| 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.
- Be 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:

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| Substantial post professional experience including experience of managing a significant area of service within a Finance environment | A, I |
| The ability to demonstrate a high degree of complex problem solving skills | A, I |
| 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:

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| Highly developed Microsoft software skills | A, I |
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| Evidence of experience of using financial systems | A, I |
| A commitment to customer care and continuous improvement in service quality | A, I |
| Demonstration of continuous professional development | A, I |
| Experience of working in a local government political environment | A, I |
| Experience of VAT and/or Local Authority Trading Companies | 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.

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| <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 checked="" 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 |

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| <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): | |