

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

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

### Job Details

Job Title:	Senior Planning & Reporting Accountant (Corporate)
Salary:	£50884 - £53936
Grade:	15
Hours:	37
Team:	Financial Strategy
Service Area:	Finance
Primary Location:	County Hall, Oxford, with some flexible working available
Budget responsibility:	None
Responsible to:	Head of Financial Strategy
Responsible for:	2 x Corporate Accountants, Capital Programme Accountant

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

The Senior Planning & Reporting Accountant will support the Head of Financial Strategy, and will manage the Corporate Accountancy Team, providing a comprehensive financial planning and reporting service for the Council.

This includes supporting the development and monitoring of the Financial Strategy and the Capital & Investment Strategy. This role will also have responsibility for the performance framework; managing the annual budget planning process, the updating of the Council's Medium Term Financial Plan; and managing the production of timely and accurate financial monitoring and outturn reports.

## Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

- Manage the operational financial planning process and the production of reports and presentations to CEDR, Cabinet, Performance Scrutiny and Council, including the accompanying annexes to the reports.
- Manage the financial reporting cycle, including the monthly financial monitoring, quarterly capital reporting and reporting to the OXLEP and Growth Board.
- Maintain a critical overview and challenge in the production of financial reports, ensuring the reporting is complete, consistent and accurately presents the financial performance and risk across the Council.
- Support the Head of Financial Strategy with the Budget and Business Planning process, and the development of the Capital and Investment Strategies ensuring revenue consequences of these are accounted for in the process.
- Manage a small team of corporate accountants, ensuring effective performance management, staff development and continuous improvement across the Financial Planning activity.
- Manage the support to both Cabinet and the Opposition Group in calculating their budget proposals, developing financial modelling for the short, medium and longer term.

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](#).

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).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
CCAB Qualified with significant post qualification Finance / Accounting experience	A,I
Experienced in managing a team and managing for performance.	A,I
Good knowledge of Local Government Financing, financial planning, and capital financing, including statutory accounting regulations and guidance	A,I,T
Excellent communicator, who can communicate effectively to a wide range of audiences including members, in order to inform, instruct, persuade and encourage feedback.	A,I,T
Strong ICT skills including extensive knowledge and ability to use spreadsheets; and able to utilise business systems effectively.	A,I
Experienced in working with Senior Managers on strategic planning, with the professional knowledge and ability to influence decisions, address poor performance and identify opportunities and innovation through sound reasoning, risk assessment and a sound understanding of the organisational objectives over the short, medium and long term.	A,I

<p>Experience in the identification and appraisal of financial risk, with the ability to apply a proportionate approach when advising on the management of those risks consistent with the council's risk appetite.</p>	<p>A,I</p>
<p>Experience and aptitude to work collaboratively with colleagues, and partners in problem solving and making informed and insightful decisions</p>	<p>A,I</p>
<p>A lateral thinker who is highly motivated, positive and inquisitive with an aptitude for learning, problem solving, developing innovative ideas, and continuous improvement.</p>	<p>A,I</p>
<p>Willing and flexible attitude with excellent organisation and time management skills</p>	<p>A,I</p>
<p><b>Behaviours and Key Competencies</b></p> <p>The following are the generic behaviours expected from all finance staff</p> <ul style="list-style-type: none"> <li>- Has a positive and optimistic attitude</li> <li>- Always looks to improve ways of working</li> <li>- Is inquisitive and actively owns and seeks to solve problems</li> <li>- Takes personal responsibility to find things out and develop and share knowledge</li> <li>- Communicates and collaborates pro-actively</li> <li>- Builds trust-based relationships</li> <li>- Demonstrates ethical behaviours as set out in the ethical standards framework</li> </ul> <p>These staff behaviours will be demonstrated in conjunction with the following key competencies</p> <ul style="list-style-type: none"> <li>- Is commercially aware – i.e. understands the cost drivers and true costs of services and considers the value in everything we do.</li> <li>- Able to listen, understand, and respond constructively to the viewpoints of others.</li> <li>- Able to challenge constructively, join the dots, and see the wider implications, across services, processes and issues.</li> <li>- The ability to communicate clearly and openly with others in order to inform, instruct, persuade and encourage feedback.</li> <li>- Demonstrates a can-do attitude and focuses energy and commitment on achieving positive results that are critical to the organisations success.</li> <li>- Understands the role of the organisation, and the needs and expectations or internal and external customers, working professionally and innovatively to meet or exceed those needs and expectations</li> <li>- Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative idea, solves problems and continually improves performance.</li> <li>- Collaborates and consults with others effectively, in joint pursuit of team and organisational goals.</li> <li>- Understands the environment in which the organisation operates and considers the financial and wider commercial implications of their decisions and actions.</li> <li>- Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role and ensure continuous development</li> </ul>	<p>A,I,T</p>

<b>Desirable Criteria</b>	<b>Assessed By:</b>
Relevant experience in Local Government	A,I
Relevant experience of using SAP	A,I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
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<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 a council 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
<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):		

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

