

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:	Management Accountant
Salary:	£42,821-£45,859
Grade:	13
Hours:	37
Team:	Finance Business Partnering
Service Area:	Finance
Primary Location:	County Hall, Oxford with some flexible working available
Budget responsibility:	None
Responsible to:	Assistant Finance Business Partner
Responsible for:	None

Job Purpose

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

- To support the Assistant Finance Business Partner in providing strategic financial insight, analysis and commercial thinking to the nominated Directorate including the validation of the budget and business planning, financial monitoring and final accounts processes.
- To provide on-going support, advice and challenge to cost centre, project and service managers of agreed high risk budget areas.
- To assist in providing support for major projects and contracts.
- To deputise for the Assistant Finance Business Partner as appropriate.

Formatted Table

Job Responsibilities

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

- To support the Assistant Finance Business Partner in providing financial scrutiny, support, insight, analysis and commercial thinking to senior managers and partners to facilitate effective management and decision making.
- To provide continuous support, advice and challenge to cost centre and / or service / project managers of agreed high risk budget areas, including the capital programme as appropriate; this includes performance and financial monitoring; savings proposals as part of the budget and business planning process; and, service developments, management of budget pressures and impacts of new legislation or government initiatives.



- To assist in the preparation of option and project appraisals for revenue and capital schemes.
- To support service managers in the preparation of capital budgets, including provision of financial / funding information.
- To validate and provide assurance on the achievability of action plans to bring agreed budget areas back into balance.
- To coach managers of high-risk budget areas to ensure that they can adequately discharge their financial management responsibilities.
- To provide assurance to Finance Business Partner's regarding the projected year end variation of agreed high risk budget areas.
- To provide advice and support for major projects and contracts as directed by the Assistant Finance Business Partner, including procurements.
- To provide advice and support for service restructurings as agreed and as directed by the Assistant Finance Business Partner.
- To provide advice, support and challenge in the final accounts process, including preparation of directorate capital returns and working papers.

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 and desirable criteria. 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 or CIMA Qualified with post qualification finance / accounting experience.	A,I,D
Experience in supporting complex service delivery. With expert technical knowledge and experience, and the ability to analyse and interpret information.	A,I
Sound knowledge and understanding of financial management, business planning, corporate governance, and risk management, processes and procedures, and sound knowledge of the wider sector / external influences.	A,I,T
Authority and credibility to work effectively in a political environment and build productive relationships and engage successfully with colleagues, partners and customers	A,I
Good communicator who can communicate effectively with others in order to inform, instruct, persuade and encourage feedback	A,I,T
Ability and experience of working off own initiative, making effective decisions, with experience of and ability to work collaboratively with senior managers, colleagues and partners to make informed and insightful decisions.	A,I
Sound persuasion and negotiating skills, in order to motivate people and partnerships and influence outcomes critical to the success of the Directorate /	A,I,T



Corporate priorities; including the ability to provide insight and constructive challenge that directly influences decision making.	
Strong ICT skills including extensive knowledge and ability to use spreadsheets; and able to utilise business systems effectively.	A,I,T
Able to think and act strategically, be proactive, solve problems and make decisions.	A,I
A lateral thinker who is highly motivated, positive and inquisitive with an aptitude for learning, problem solving, developing innovative ideas, and continuous improvement.	A,I
Willing and flexible attitude with excellent organisation and time management.	A,I
<p>Behaviours and Key Competencies</p> <p>The following are the generic behaviours expected from all finance staff</p> <ul style="list-style-type: none"> - Has a positive and optimistic attitude - Always looks to improve ways of working. - Is inquisitive and actively owns and seeks to solve problems. - Takes personal responsibility to find things out and develop and share knowledge. - Communicates and collaborates pro-actively. - Builds trust-based relationships. - Demonstrates ethical behaviours as set out in the ethical standards framework. <p>These staff behaviours will be demonstrated in conjunction with the following key competencies.</p> <ul style="list-style-type: none"> - Is commercially aware – i.e. understands the cost drivers and true costs of services and considers the value in everything we do. - Able to listen, understand, and respond constructively to the viewpoints of others. - Able to challenge constructively, join the dots, and see the wider implications, across services, processes and issues. - The ability to communicate clearly and openly with others in order to inform, instruct, persuade and encourage feedback. - Demonstrates a can do attitude and focuses energy and commitment on achieving positive results that are critical to the organisations success. - 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. - Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative ideas, solves problems and continually improves performance. - Collaborates and consults with others effectively, in joint pursuit of team and organisational goals. - Understands the environment in which the organisation operates and considers the financial and wider commercial implications of their decisions and actions. - Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role and ensure continuous development. 	A,I,T



Desirable Criteria	Assessed By:
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
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys



	pulling) of people (including pupils) or objects		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.

