

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:	Financial Accountant (Capital)
Salary:	£42,821 - £45,859
Grade:	13
Hours:	37
Team:	Financial Accounting
Service Area:	Finance
Primary Location:	County Hall, Oxford, with some flexible working available
Budget responsibility:	None
Responsible to:	Chief Accountant
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 Chief Accountant in maintaining the financial accounting system and producing accurate and timely statutory reporting on the council's finances, including the annual Statement of Accounts.

To prescribe the core standards for financial accounting in relation to capital accounting requirements.

To ensure leases are accounted for in accordance with legislative and professional requirements.

To prepare the capital elements of the Councils final accounts and associated government returns.

Job Responsibilities

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

- To prescribe core standards for financial accounting in relation to capital accounting requirements within the Council which are consistent with statutory and professional guidance
- To ensure leases are accounted for in accordance with legislative and professional requirements

- To manage and maintain the fixed asset accounts and all other capital balance sheet accounts.
- To manage and undertake the coordination and preparation of the final accounts timetable in relation to capital accounting, liaising with the key stakeholders, including the Council's Valuers and Service Managers ensuring that information required and deadlines are communicated and delivered.
- To undertake, and supervise Assistant Financial Accountants, the closedown of the Council's capital accounts, including the production of capital notes to the accounts.
- Liaise with the External Auditors in relation to the capital final accounts, with responsibility for responding to their requests for information and queries.
- To co-ordinate the timely preparation of the Council's Capital Outturn return, and government capital monitoring returns.
- To calculate the provision for the repayment of debt (MRP)
- To supervise the Assistant Financial Accountants as directed by the Chief Accountant.

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 recent and relevant post qualification Finance / Accounting experience.	A,I,D
Experience in supporting the production of accounts for a large complex organisation within a statutory accounting framework (experience of producing Local Authority accounts is desirable)	A,I
Excellent knowledge and understanding of capital accounting regulations, policies and procedures.	A,I,T
Excellent knowledge and understanding of financial policy, practices, procedures and legislation, with an aptitude for understanding and interpreting new and changes to regulations and legislation.	A,I,T
Extensive knowledge of local government and wider sector / external influences including political sensitivities.	A,I

Authority and credibility to work effectively in a political environment and build productive relationships and engage successfully with senior managers, members, colleagues, partners and customers.	A,I
Excellent communicator, who can communicate effectively to a wide range of audiences including senior managers and 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
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 skills.	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 idea, 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

Desirable Criteria	Assessed By:
Relevant experience of Capital Accounting.	A,I
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 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 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 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.

