



# Role Profile

<b>ACCOUNTANT</b>			
Reference No.	A22	Type	Individual
Service	Finance		
Job Family	Professional 3	Grade	FC9

<b>Purpose</b>
<p>The principal job purpose is provision of professional accountancy and finance support as part of one of 4 centres of expertise.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• work in partnership with their service(s) to help them deliver their financial management responsibilities and business transformation needs in line with corporate and service specific objectives.</li> <li>• delivery of accurate, timely and insightful financial information and analyses as well as a high level of effective service to internal and external stakeholders, including Finance Business Partners and the Directorate Leadership Teams.</li> <li>• ensure that all processes and arrangements are in place to discharge the Councils statutory finance functions such as: management of the annual accounts closure and audit process for Fife Council and its group; coordination and completion of the council's revenue budget; and accounting for VAT.</li> <li>• all capital accounting activities, capital monitoring and programming support to the ISG and provision of specialist financial advice and support in the key areas of pensions, treasury management, and banking and investments.</li> </ul> <p>Continued improvement and development of efficient financial processes will be expected.</p>

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>As the Finance Lead you will build strong working relationships to ensure involvement in key initiatives and projects for the service(s) you support.</p>	<p>Building strong relationships and influencing skills to gain high credibility with service(s)</p> <p>Develop good working relationships with team members, service contacts, and other Financial Services staff</p> <p>Project management skills</p>	✓	✓ ✓
<p>Work with Finance Operations, to provide timely and accurate financial and management information in line with corporate reporting timetables.</p>	<p>Ability to provide high quality financial information to non-financial managers.</p> <p>Experience of providing financial accounting service to a large organisation</p>	✓	✓
<p>The coordination and maintenance of the revenue budget process for the Council including assisting service(s) in the preparation of the annual Budget and development of savings proposals.</p>	<p>Experience of Budget preparation.</p>	✓	
<p>Provision of effective revenue monitoring reports and assisting service(s) to prepare revenue monitoring reports for committees and boards, provision of financial commentary where required on these and other reports and attendance at committees and Boards as required.</p>	<p>Experience of revenue monitoring.</p> <p>Ability to analyse financial and management information and use this to help customers make the most informed decisions</p>	✓ ✓	
<p>Attend and play an active role in regular service management team meetings, and provide excellent analysis and interpretation of financial performance for stakeholders</p>	<p>Good communication skills (oral and written)</p> <p>Ability to provide a regular and effective service</p>	✓ ✓	
<p>Provide the customer/stakeholders with insight into service performance, utilising benchmarking and other information as appropriate, and challenge to ensure that corporate and service objectives are achieved.</p>	<p>Ability to analyse financial and management information and use this to help customers make the most informed decisions</p>	✓	

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	Ability to understand the customer's business and identify their needs and priorities.  Ability to identify innovative and creative solutions alongside services	✓  ✓	
Liaise with relevant staff in Finance Operations/Finance Business Partnering divisions to ensure consistent accounting policies and principles are being applied in the preparation of all financial information.	Ability to work as a strong team player Demonstrate willingness to assist other team members as required.  Strong technical accounting skills	✓ ✓ ✓	
Supervision of accounting technicians and administrative staff including development of staff skills and experience through the council's contribution management process.	Ability to supervise and manage workload of staff		✓
Provision of routine and ad hoc financial advice and information to services, directorates, Finance Business Partners and other stakeholders.	Develop good working relationships with team members, service contacts, and other Financial Services staff		✓
Completion of various government and statistical returns and performance indicators and benchmarking for services	Detailed knowledge of spreadsheet packages Making effective use of technology to provide financial and management information		✓ ✓
For Fife Council and other entities: - co-ordination of the closure of accounts, management of the year-end audit process, and completion of final accounts.	Experience of Final accounts.	✓	
The co-ordination and maintenance of the revenue budget process for the Council.	Ability to supervise and manage workload of staff		✓

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The preparation of the capital plan and revenue budget for the Council.	Ability to provide high quality financial information to non-financial managers and business partnering division.	✓	
Provision of effective capital monitoring information and assisting service(s) to prepare reports for committees and directorate/service management teams and provide programme support to the Investment Strategy Group (ISG).	Ability to provide high quality financial information to non-financial managers and business partnering division.	✓	
Provision of financial advice and support for Treasury Management, Banking and Investment including working with the Pension Fund managers to manage the Pension Fund. Also completion of the annual accounts for the Pension Fund.	Experience of Treasury Management and Pension Fund		✓
Ensuring appropriate VAT compliance arrangements are in place for Fife Council and provision of VAT advice to other entities, and completion of VAT returns for Fife Council.	Knowledge of accounting arrangements for VAT		✓
Demonstrate a positive attitude to change and promote continuous review, improvement and development of the service.	Ability to adapt to change Business and commercial acumen to support transformational change and identifying creative solutions Ability to improve financial information and systems	✓  ✓	✓
Develop financial training materials and assist in the delivery of financial awareness training to budget managers.	Strong coaching, communication, presentation and facilitation skills Ability to train other accounting staff and non-financial managers	✓  ✓	

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Participate effectively in the service planning process for the division and the finance service.	Ability to deliver continuous improvement	<input checked="" type="checkbox"/>	
Undertake such other duties as might reasonably be expected within the remit of the post and/or relinquish any of the above duties as may be determined.	Qualified Member of CCAB Accounting Body	<input checked="" type="checkbox"/>	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>