

West London Waste Authority

Job Description

Job Title:	Senior Accountant
Responsible To:	Head of Finance and Performance
Responsible For:	No management responsibilities
Main Function of Job:	To provide expert advice and guidance to the Authority management team and budget holders on all financial matters; to develop and maintain financial processes to ensure the service achieves effectiveness and efficiency in their operation.
Salary:	PO6
Basic Hours:	36 hours per week
	Principal location: Head Office, West London Waste Authority – Civic Centre, Lampton Rd, Hounslow

Duties and Responsibilities:

1. To carry out all duties in a responsible and professional manner, work collaboratively with colleagues and show initiative and flexibility in meeting the necessary priorities so as to enhance the efficiency of the Authority.
2. To provide high quality financial information and professional advice to Councillors, Chief Officers, Directors, senior managers and all budget holders; to communicate complex financial issues to non-financial managers. To review Authority Reports to ensure that finance comments are accurate and provide sufficient detail for Members to be able to make key decisions.
3. To act as one of Authority's bank signatories, approving payments of up to 5 million pounds, ensuring appropriate financial control and audit trail.
4. To monitor the Authority's spend and budget and report financial performance to the Head of Finance and Performance, making appropriate recommendations. To prepare forecast summaries and variance analysis to be used in briefing Chief Officers and Authority Members on the financial performance.
5. To lead and manage the Authority's annual budget setting process; to facilitate annual Budget Challenge session with the Chair and Vice Chair of the Authority; to set and agree the budget setting timetable and to lead and coordinate Director, budget managers and other stakeholders (including six constituent Borough partners) during budgeting process. To assist Head of Finance and Performance with medium and long term strategy.

6. To lead and manage the production of the Authority's annual Statement of Accounts in accordance with strict statutory deadlines; to ensure compliance with highly complex regulatory requirements and accounting standards
7. To work with Budget Holders in the preparation of budget monitoring projections, bringing together finance and activity information, review of fees and charges, analysis of tenders and investment appraisals.
8. To manage the preparation of revenue and capital monthly/annual management accounts and Authority Reports, consolidating financial data into meaningful information and analysis linked to reported financial position.
9. To maintain an advanced knowledge of detailed legislative and accounting requirements, to apply changes to Authority's financial record keeping and reporting processes and to advise Members, Chief Officers and senior managers of any policy changes required.
10. To act as main finance partner for Authority's PPP contract (annual value of 30 million) checking billing files and compliance with contractual Payment Mechanism.
11. To formulate aspects of the Authority's financial policies and strategies and report on those issues to senior management as needed.
12. To identify internal control weaknesses and evaluate proposed changes to internal controls/processes, to ensure that Authority operates efficiently and to reduce risk of any financial impropriety.
13. To lead and manage continuous improvement projects, including implementation of new finance systems, developing the organisation's financial processes and improving financial awareness of Authority Members and staff, providing training when required.
14. To lead, manage and coordinate the work of project teams to deliver finance projects and participate in Authority wide operational projects; to prioritise and decide on project activities, making recommendations when necessary. To supervise project team members in delivery of project activities.
15. To prepare statutory financial returns to Government bodies on a timely basis.
16. To represent and deputise for the Head of Finance and Performance as required, including the supervision of staff and attendance of stakeholder meetings. To negotiate with third parties on the financial issues affecting Authority, as directed by the Head of Finance and Performance.
17. To liaise with partners from constituent boroughs regarding financial and reporting matters.
18. To work with internal and external auditors and ensure the implementation of agreed financial matters.
19. To supervise the input and handling of financial data for the Authority financial system; ensure integrity and accuracy of system financial records. To coordinate and supervise the work of finance team to ensure that the accurate and timely financial information can be produced for Statement of Accounts and during the year.

20. To act as system administrator for main finance system, working with suppliers on system improvement; to provide user training to finance colleagues and managers.
21. To apply professional and technical knowledge to identify solutions to problems and issues, to deliver efficiencies and exploit opportunities for delivering better value.
22. To perform any other duties or responsibilities as reasonably may be requested and that do not exceed the skills and abilities required of the post and/or post holder.

West London Waste Authority is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

PERSON SPECIFICATION:

VALUES AND BEHAVIOURS

Values and Behaviours	Recruitment and Selection	
	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
My team is able to make decisions at the right level, without having to refer to me	E	A, I
I ensure the needs of different communities are understood and addressed	E	A, I
I challenge others, and deal with challenges in an honest and constructive way	E	A, I
I am a role model for the Authority's behaviours and lead by example	E	A, I
I make decisions within the scope of my authority, rather than refer them up the line	E	A, I
I take responsibility for making sure that taxpayers' money is spent effectively	E	A, I
I make sure I know what others are doing in order to do my job well	E	A, I
I am flexible in my work and can change what I'm doing in order to meet priorities	E	I

I treat everyone fairly, with respect and value differences.	E	A,I
I do what I say I will do, when I've promised to do it, or let people know why not	E	A,I

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

Qualifications	Recruitment and Selection	
Qualified CCAB Accountant with significant experience and evidence of CPD	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Certificate (C), Other Test on-site (O)
	E	A, I, C
Experience	Recruitment and Selection	
Experience of leading budget setting process for a multimillion pound budget organization	E	A, I
Experience of managing budget monitoring function from simple modeling through to reporting to Board Members	E	A, I
Experience of leading and delivering projects within agreed timescales	E	A, I
Experience of advising and supporting senior management and colleagues to ensure excellent service delivery	E	A, I
Experience of delivering cost savings by refining and improving processes	E	A, I
Experience of leading and delivering annual statutory accounts to tight deadlines	E	A, I
Experience of budget setting in a complex environment	E	A, I

Experience of leading, developing and motivating staff to improve service delivery	E	A, I
To be an excellent team player	E	A, I
To possess problem solving skills	E	A, I, O
Excellent oral and written communication skills	E	A, I, O
Excellent IT skills, particularly MS Excel	E	A, I
Able to anticipate, analyse and address problems	E	A, I, O
An understanding of the relationship between the service finance function and the wider financial strategy of the Authority	E	A, I, O
An ability to simplify complex financial issues and present them in a manner that the recipient understands	E	A, I, O
Up to date knowledge of legislation affecting Local Government finance and service delivery	D	A, I, O