



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Head of Accountancy
Grade:	MG2
Department:	Corporate Services
Location:	Various offices according to the needs of the service
Responsible to:	Assistant Director of Resources
Responsible for:	Financial Accounting, , Budget Management, Grants and Service Finance
	[40] staff FTE
Post number:	Date: July 2015

MAIN PURPOSE

- To lead and manage the Accountancy team and ensure that effective services are provided on a corporate basis.
- To be a member of the Divisional Management Team and participate in the overall management of the Division.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide advice to Members, the Director, Assistant Director and managers across the authority on financial accounting, , budget preparation and management, grants and service finance.
- To interpret and contribute to the development of corporate and service policies, strategies, business plans and programmes of the council, and to devise and implement measures so that accountancy services are developed cost effectively to support these policies, strategies, business plans and programmes.
- To write and create policy on financial accounting, budget preparation and management policies and strategies.
- To keep abreast of developments in the field of financial accounting, revenue budget preparation and management services, and ensure that these support services to ensure that the service operates in accordance with modern good practice.



- To oversee the production, approval and publication of the council's financial accounts and annual report in accordance with proper accounting practice and council policy.
- To be the council's lead contact with the external auditor in relation to the audit of the statutory accounts.
- To oversee the processes of budget preparation, monitoring and control and ensure consistency of approach across all service areas on a corporate basis. To review this with regard to continuously improving and developing best professional practice in these areas
- To ensure that service managers across the council receive accurate, relevant, consistent and timely financial advice.
- To ensure the production of high quality budget monitoring reports
- To lead financial projects and the financial input to service projects and ensure that the staff reporting to him/her undertake such work.

Managerial

- To lead, manage and develop the Accountancy team in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focussed services as listed above.
- To be responsible for the team budget in the region of £1.6]m per annum, and to ensure that effective financial management processes are maintained within the Accountancy service.
- To manage the team ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities are carried out in accordance with council policy.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Assistant Director,, Director or council, as appropriate at external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Assistant Director.

**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Head of Accountancy

Grade: MG2

Date: July 2015

Qualifications and Experience

Professional and post specific requirements

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of managing accountancy services in a multi-functional organisation
- Experience of budget preparation
- Experience of management accounting and reporting
- Experience of developing accounting policies
- Experience of undertaking financial projects
- Experience of producing statutory financial accounts

Management requirements

- Experience of staff management

Skills and Knowledge

Professional and post specific requirements

Managerial and personal requirements

- Knowledge of local government finance, accounting practice and the regulatory framework
- Understanding of the principles and techniques of budget preparation and management and ability to apply these within a modern and efficient local authority
- Ability to manage the process of closing the accounts, including the pension fund accounts, in a local authority
- Experience and expert judgement to allow the development of policies and best practice in the service.
- Ability to recognise and respond to the judgements made in setting policies could have a substantial impact on the council and its reputation.
- Good communication skills, both orally and in writing
- Excellent numeracy and analytical skills
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision
- Understanding of the principles of value for money and an ability to apply them in the management of support services



- Understanding of project management and governance principles and techniques and ability to apply them to support service projects
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team
- To understand that the policies developed by the post holder around its areas of responsibility will have a cross council impact in both the short and long term and that they must be developed in a manner that recognises this and the potential to impact on the council's reputation.

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).