



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Chief Accountant
Grade:	MGC
Department:	Corporate Services
Location:	Various offices according to the needs of the service
Responsible to:	Head of Accountancy
Responsible for:	Producing the council's statutory financial accounts and annual report
	Management of: Financial Accountants Accountancy Assistant Cash and Banking Officers Finance Assistant Accounting Trainees as allocated
Post number:	tbc
	Date: October 2010

MAIN PURPOSE

- To be responsible for the council's statutory financial accounts and annual report, including the pension fund accounts.
- To participate in the management of the Accountancy team.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide advice to the Head of Service and managers across the authority on financial accounting.
- To keep abreast of developments in local government accounting, and ensure that the council's arrangements and published accounts are maintained in compliance with legislative and regulatory requirements and good practice.
- To produce the council's statutory financial accounts and annual report, including the pension fund accounts, liaising as required with managers in Resources and across the council, the external auditor, central government departments, HM Revenue and Customs, HM Court Service, and other bodies as required.
- To be a key contact with the external auditor in relation to the audit of the statutory accounts.



- To manage the council's taxation arrangements, ensuring adequate control.
- To manage cash and banking reconciliations and ensure that adequate control is maintained in relation to the relevant accounts.

Managerial

- To manage financial accounting staff and trainees as allocated, in accordance with council policies and procedures, legislative and regulatory requirements.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Head of Service, Assistant Director or Director as relevant 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 Head of Service or Director.

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

POST TITLE: Chief Accountant
Grade: MGC
Date: October 2010

Qualifications and Experience

Professional and post specific requirements

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of financial accounting in a multi functional organisation

Skills and Knowledge

Professional and post specific requirements

- Knowledge of local government finance, accounting practice and the regulatory framework
- Thorough understanding of financial accounting concepts and principles and the ability to apply them to local government accounts
- Understanding of the process of closing the accounts, and the ability to plan and manage this process within a local authority

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the role of support services
- Understanding of the principles of value for money
- 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

Personal Style and Behaviour

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