

ACCOUNTANCY MANAGER – FINANCE DEPARTMENT

Grade: Principal Officer Grade (SCP 35 – 41) £39,410 - £46,576

An excellent opportunity has arisen for an ambitious, positive and innovative professional to join our Finance Team. We are building on our solid financial management to ensure that we meet the financial and non-financial challenges currently affecting local government. You should be able to provide excellent support, information and advice to officers and Committees to ensure the highest level of service provision.

An appreciation of the changes facing local government finance will be supported by your ability to report financial information clearly. You should have a minimum of 5 years' experience in an accountancy environment with accountancy skills up to the level of the production of final accounts. If you are driven, motivated and have the ability to work with colleagues at all levels as well as being a strong team player who uses initiative and diplomacy when liaising with both internal and external customers, then we would welcome an application from you.

If you wish to discuss the role, please contact Peter Pierce, Assistant Chief Officer (Finance) on (01624) 696360.

An application pack for the above vacancy can be obtained from Human Resources (01624) 696455, downloaded from www.douglas.im or collected from the Henry Bloom Noble Library, Douglas. The closing date for the receipt of completed application is 5.00 pm, on Friday, 28th September 2018.

**K J RICE, CHIEF EXECUTIVE, CHIEF EXECUTIVE'S DEPARTMENT
TOWN HALL, RIDGEWAY STREET, DOUGLAS, ISLE OF MAN, IM99 1AD**

DOUGLAS BOROUGH COUNCIL – JOB EVALUATION SCHEME

JOB DESCRIPTION

Principal Officer Grade (SCP 35 – 41) £39,410 - £46,576

DEPARTMENT	Finance
SUB-SECTION	Finance
DESIGNATION	Accountancy Manager
REPORTS TO	Assistant Chief Officer (Finance)
DURATION	Permanent
HOURS OF DUTY:	Monday – Friday (37 hours per week) (daily: 8.45 am – 5.15 pm with 1 hour 10 minutes for lunch)

MAIN PURPOSE OF THE ROLE

Provide assistance to the Assistant Chief Officer (Finance). Responsible for the day to day aspects of an integrated finance and accounting service providing financial and management accountancy advice and support to the Council's front line and support services to include the preparation of budgets, final accounts, statutory reports and returns, financial planning and budgetary control as well as the production of capital programme and Government grant information. Supervise the post of Accountancy Assistant and provide cover in the absence of the Payroll & Payments Manager.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. Assist with the preparation and production of the Council's year end published final accounts within statutory deadlines.
2. Assist with the preparation of annual estimates, budgets, fees, charges, and commercial rents. Liaise with and advise Officers on preparation of estimates for submission to Committees. Ensure timetables and programmes for approval of estimates are met.
3. Responsible for the management and administration of the Repairs and Renewals Fund and Loan Pool ensuring the development and maintenance of the financial information system including upgrade of software and future developments/improvements.
4. Responsible for providing financial information and resolving enquiries on expenditure and income to Government departments and other local authorities in relation to Agency Agreements, subsidised and sub-contracted services. Ensure invoicing to Government departments is timely and accurate.
5. Provide and present financial information for Committee reports and attend Committees and meetings with external bodies as required.
6. Responsible for the supervision of the work of the Accountancy Assistant ensuring a proportion of working time is made available for general duties associated with the Finance Section.

7. Develop, review and record work methods and procedures within the section. Identify and ensure routine checks and administrative tasks are recognised, clarified and delegated to the appropriate level within the section.
8. Co-operate with, and provide such information as may be required, to the Council's internal and external Auditors.
9. Ensure information and advice on expenditure against budgets is provided to officers, Committees and the Mayor on a regular basis alerting officers to potential variances, ensuring advice is given on appropriate corrective action.
10. Responsible for ensuring income and expenditure is correctly allocated to appropriate codes in the general and job ledgers.
11. Maintain an advanced working knowledge of the Council's core financial accounting package and ancillary accountancy and information software including Inventory, Housing, Jobs, Payroll, etc., providing advice, training and assistance to regular and occasional users of the system.
12. In liaison with ICT develop improved reporting and accounting programmes.
13. Provide financial advice to Officers preparing new scheme proposals with Capital or Revenue financial implications.
14. Responsible for the verification of the validity of payments to Creditors, employees and Members of Council.
15. Responsible for the completion of financial examinations and checks relating to companies and individuals tendering for contractual work.
16. Be familiar with and ensure appropriate accountancy standards, statutory requirements, regulations, codes of practice and Council Standing Orders relating to accountancy practices are observed at all times.
17. Ensure the Council maintains proper adequate insurance cover on all Council insurable risks or activities undertaken by the Council and its employees. Prepare annual estimates of insurance costs and exercise control over associated budgets and codes.
18. Responsible for liaising with the Council's Insurance Brokers and processing insurance claims. Provide advice and assistance to officers of the Council on insurance-related matters as requested.
19. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
20. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Council's Constitution, policies, accounting standards and other relevant legislation.
21. Responsible for the health and safety of the staff of the Finance Section and for the safety of the public and other staff who come into contact with any aspect of Finance duties being undertaken.

22. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
23. Such other duties within a similar level of responsibility as may from time to time be required by the Assistant Chief Officer (Finance) and the Director of Finance.

SELECTION CRITERIA

ESSENTIAL

1. A minimum of five years experience in a supervisory / management role in a financial environment.
2. Highly developed IT skills and the ability to work with a modern financial accounting package.
3. Accountancy skills up to the level of the production of final accounts.
4. Higher level critical reasoning skills combined with attention to detail and sound verbal and numerical reasoning skills.
5. People management experience with the ability to motivate a Team, organising their priorities and workload.
6. Good communication and organisational skills with the ability to influence, prioritise workloads and meet deadlines.
7. Self-motivated, innovative and capable of working under pressure.

DESIRABLE

1. Public sector finance experience.
2. An appropriate accountancy qualification (or the willingness to work towards such a qualification).
3. Knowledge of public authority accounting requirements and procedures.
4. Experience of the finance and accounting environment in local government.
5. Knowledge of the operations and functions of a local authority.
6. Political sensitivity.