



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Accountant**

**Vacancy ID: 011380**

Salary: £37,890 - £39,880 Annually

Closing Date: 25/10/2020

## **Benefits & Grade**

Grade M

## **Contract Details**

Permanent

## **Contract Hours**

37 hours per week

## **Interview Date**

09/11/2020

## **Job Description**

This is an exciting opportunity to join a well-respected, friendly and motivated finance team delivering financial advice and support across the full range of Council services. We aim to lead financial management so that resources are safeguarded and used appropriately, economically, efficiently and effectively.

We are seeking an enthusiastic, hard-working and ambitious individual who is ideally professionally qualified/part qualified accountant or who can demonstrate extensive relevant experience in previous roles. The successful candidate will be able to demonstrate behaviours which underpin the Council's culture statement.

The postholder will play a key role in supporting the management of the Councils Medium Term Financial Plan, including liaison with budget managers, finance colleagues and other partners.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Lisa Tague, Strategic Finance Manager on 01642 528246.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>		<b>Service Area:</b>
<b>Finance, Development &amp; Business Services</b>		<b>Finance</b>
<b>JOB TITLE: Accountant</b>		
<b>GRADE: M</b>		
<b>REPORTING TO: Finance Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>	
	<p>Under the direction of a Finance Manager or Assistant Finance Manager, the provision of financial services covering one or more of the following :</p> <ul style="list-style-type: none"> <li>• Supporting the development of financial plans and strategies in order to align financial resources to corporate and service strategies and plans.</li> <li>• Providing financial support to a range of projects.</li> <li>• Undertake the budget preparation and monitoring.</li> <li>• Deliver the closure of accounts and input into the preparation of statement of accounts and external returns.</li> <li>• Implement the Treasury Management strategy through organising loans and investments.</li> </ul>	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
1	Support the Finance Manager / Assistant Finance Manager in the development and maintenance of the Medium Term Financial Plans / Capital Plans.	
2	Provision of financial support and advice to Service and Project Managers.	
3	Undertake the budget management process in line with agreed risks and standards including developing projections using activity data and trends and liaise with Finance Managers with responsibility for strategic financial advice.	
4	Analyse trends and develop forecasts using budget and activity data to inform and influence the MTFP and Capital Programme.	
5	Deliver the closure of accounts for the service area in line with Corporate standards and timescales.	
6	Support the Finance Manager / Assistant Finance Manager in analysing and interpreting legislation, government guidance and initiatives covering the area of responsibility and assess the financial implications, risks and opportunities for the Council.	

7	To provide financial support to a range of projects.
8	Support the development of Bids and completion of statutory returns and grant claims in line with established timescales.
9	To support and promote the development and improvement of the Finance and Business Services Directorate and the Council and promote strong and effective employee engagement.
10	To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed.
11	To appraise staff and to assist in their training and development and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

## PERSON SPECIFICATION

Job Title/Grade	<b>Accountant</b>	<b>Grade M</b>
Directorate / Service Area	<b>Finance, Development &amp; Business Services</b>	<b>Finance</b>
Post Ref:	<b>POS003046</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications		<ul style="list-style-type: none"> <li>• CCAB Qualified</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Significant Financial Management experience</li> <li>• Legislation affecting Local Government Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government or Public Sector experience</li> <li>• Working in partnership</li> </ul>	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Demonstrable knowledge and understanding of the current issues faced by Local Government</li> <li>• High Level of Communication Skills</li> <li>• An understanding of business planning and performance management</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with and the ability to use information technology to improve processes.</li> </ul>	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement</li> <li>• Should demonstrate the following key competencies: <ul style="list-style-type: none"> <li>- Adaptable to change</li> <li>- Effective communicator</li> <li>- Creativity and innovation</li> <li>- Customer focus</li> </ul> </li> </ul>		Application / Interview

	<ul style="list-style-type: none"><li>- Planning and organising</li><li>- Strategic thinking</li><li>- Personal effectiveness</li></ul>		
Other requirements			

**Person Specification dated 2019**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

### **Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.