

JOB SUMMARY

Post Title	Accountant – Special Educational Needs and Disabilities						
Job Family	<i>Business Support</i>	Pay Range	<i>10</i>	Line Manager to others?	<i>No</i>	Role profile ref	<i>BS10</i>
Service Area	<i>Children's Services</i>						
Line Manager	<i>Service Manager SEN</i>						
Location	<i>County Hall, Newport / Agile</i>						

Job Purpose

To deliver a full management accounting service to the SEN statutory service, including financial advice, annual budget planning, monthly monitoring and forecasting and annual closedown of service budgets to enable budget managers to deliver a sustainable budget.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Attending management meetings and dealing with senior directorate staff including Service Directors.
- Budget monitoring of all relevant service income and expenditure budgets and the provision of accurate and timely information to budget managers to enable effective budget management and delivery of the budget strategy.
- Preparation of costing and financial modelling data for specific service initiatives and projects to allow budget managers to consider the financial impact and verification of the financial implications of business cases for call over, procurement and directorate leadership boards.
- Contribute towards closing the annual accounts in accordance with all financial standards.
- Completion of relevant grant returns, government returns, statistics, and benchmarking information for the relevant service area.
- Attend meetings with budget holders and external organisations in the context of partnership arrangements to provide financial advice and present reports as required.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant experience within the service area / profession, with evidence of appropriate specialist knowledge.	To provide support and guidance on financial issues affecting the service, considerable knowledge, and experience of SEN, together with significant experience of providing financial advice and support to senior managers and their staff is essential. Up to date knowledge of current accounting practices, relevant financial management standards and codes of practice are essential to supporting the management accountancy function.	Y	
Good knowledge of other areas of the authority relevant to the service.	A good understanding of the broader local authority financial environment and the need to secure efficiency savings and deliver value for money is required.	Y	
Authoritative knowledge of the specialist work practices, systems, policies, procedures and professional guidelines relevant to the work area.	The main accounting system used is SAP however the SEN service uses several different systems such as Pre-Paid Cards. The data from these systems is exported, reconciled, and then fed into SAP on a regular basis. Detailed knowledge of these systems is required to provide relevant support and financial information to the SEN service and the wider education, inclusion and access department.	Y	
Excellent communication and interpersonal skills with the ability to	The ability to communicate with all levels of staff on budget issues, particularly senior	Y	

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engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand. Proven ability to build relationships and engage successfully with the stakeholder community.	managers within the adult social care directorate is essential. The post holder will need to be positive, resilient, and capable of challenging existing practices. They will need to form effective working relationships and be able to influence others to ensure that senior managers comply with the financial regulations and understand the financial implications of their decisions.		
Good literacy, numeracy and report writing skills. High level of technical expertise in analysis, data manipulation.	Good numeracy, literacy and spreadsheet skills are required to enable the production of high quality, timely and accurate financial management reports. Detailed analysis is required to understand the forecast position due to complex care package types and funding sources.	Y	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved.	Ensure that deadlines are met. Education is changing at pace therefore there will be many projects running at the same time competing for your time; therefore, evidence of ability to cope with conflicting and changing demands through good time management and the ability to work under pressure will be required.	Y	
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	Ability to develop and use spreadsheets and database reports to analyse relevant financial information and produce and interpret original reports for management.	Y	
Experience of contributing to project delivery as part of a team.		Y	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 up to first degree standard or equivalent experience in a relevant subject.	Member of the Association of Accounting Technicians (or equivalent) with post-qualification experience.	Y	
Relevant professional / vocational qualification.	Part qualified or working towards becoming a qualified CCAB professional (or equivalent).		Y
Other Requirements			
May require relevant certifications including evidence of fluency in English language			
Organisation Structure (optional)			