**ROLE PROFILE**

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| **Role Title:** | Assistant Accountant (Graduate) | **Leadership level:** |  |
| **JRN:** | 30114 | **Job family:** |  |
| **Band:** | 4, 5, 6, 7, 8 | **Location:** | Agile |
| **Allowances:** | As per contract | **Politically restricted:** | No |
| **Department:** | Finance | **Vetting level:** | RV |
| **Reporting to:** | Senior Accountant | **Date published:** | September 2022 |
| **Posts responsible for:** | None |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| Responsible for undertaking key activities within the finance section which contribute to the provision of a professional financial service to Northumbria Police and the Police and Crime Commissioner and assist in achieving their strategic objectivesSupport the Senior Accountants and Financial Services Leads to ensure the delivery of a responsive, effective, and accurate financial management service across the Force, the Office of the Police and Crime Commissioner and identified partnerships.  |
| **Key responsibilities of the role:** |
| **1** | Undertake professional CIPFA qualification over the 3-year period to achieve chartered accountant status. |
| **2** | Responsible for the analysis and monitoring of revenue and capital budgets, carrying out in depth analysis of financial ledgers, identifying trends and variances, and forecasting annual spend. |
| **3** | Production of detailed monthly financial outturn reports for Heads of Departments and departmental managers to provide accurate financial management information on delegated portfolio areas; highlighting variances and providing advice on opportunities and risks. |
| **4** | Maintaining effective and regular communication with budget managers regarding the financial performance of their delegated areas to assist with decision making and delivery of Force priorities.  |
| **5** | Participate in the timely and accurate planning and preparation of closure of the annual revenue and capital budgets in order to support the production of the statutory final accounts. |
| **6** | Consult with key stakeholders internal and external, to provide financial information as part of the annual budget setting and MTFS refresh process to assist in delivery of Force and PCC priorities. |
| **7** | Attend regular Senior Management portfolio meetings with Budget Managers and Heads of Departments and relevant Force working groups to provide professional advice and guidance on financial matters. |
| **8** | Contribute to the management of external income and funded projects to ensure the accuracy and completeness of financial records. This requires an understanding of legislative standards to ensure compliance with accounting standards and statutory deadlines. |
| **9** | Responsible for the completion of the Treasury Management daily banking assessment and cash flow forecast, making recommendations to the Senior Accountant and Finance Lead on the transactions required to ensure that sufficient cash balances are available as required to support the activities of the Force and that funds are managed in accordance with the Commissioners Investment Strategy counterparty limits. |
| **10** | Completion of external reporting and Statutory returns – ensuring all information requests are responded to in a timely manner and in line with current legislation, this may include but is not limited to; WGA, CIPFA Stats, benchmarking, Central Government Grant returns.  |
| **11** | Support the Senior Accountant and Finance Leads in the delivery and management of the finance business and improvement plan including providing advice and suggestions on systems improvement and development to drive efficiencies in the Department and across the wider Force. |
| **12** | To undertake such tasks and responsibilities as required to demonstrate professional development alongside the CIPFA qualification, including management of staff and key finance activities/projects, and deputise as required for the Senior Accountant. |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:**CFO/Director of financeHead of FinancePrincipal AccountantsSenior AccountantsExchequer teamInvoicing teamPayroll and pensions team Heads of all business areas* Procurement
* People Services
* People Development
* Fleet
* Digital Policing

Senior Managers in business areasSenior Officers for operations Ordering TeamTraining TeamPeople acquisitionsPeople systemsOffice of the police and crime commissioner**External:**Internal AuditorsExternal AuditorsHome OfficeAccountants within other police authoritiesChartered Institute of Public Finance |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months**  |
| **First 6 months** |
| 1 | Commence the professional CIPFA qualification  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 | Progress through the CIPFA qualification to achieve chartered accountant status.  |
| 6 | Gain experience of managing staff, for example, by taking on partial line manager responsibilities including P&DRs. |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Accountancy qualification / chartership with an accounting body |  | Application/interview/CPD |
| Planning and organising | Included in Accountancy Qualification |  | Application/interview/CPD |
| Problem solving and initiative | Included in Accountancy Qualification |  | Application/interview/CPD |
| Management and teamwork | Included in Accountancy Qualification |  | Application/interview/CPD |
| Communicating and influencing | Included in Accountancy Qualification | Microsoft Office CompetentReport WritingBusiness Case writing | Application/interview/CPD |
| Other skills and behaviours |  | Stakeholder engagementRisk Assessment Project ManagementTreasury ManagementSensitivity AnalysisValue for Money assessmentsCost Benefit analysis | Application/interview/CPD |