



Post Title: Senior Accountant MTFP

Grade: GLPC-I

Job Purpose

About us

Nottingham City Council has changed significantly in the last twelve months through a programme of modernisation and re-organisation. The new leadership team is revitalising the focus on outcomes and effectiveness whilst building financial sustainability. The Head of Finance Processes is expected to be critical to the onward progression and embedding of this change.

The Role

The post holder will align to the Strategic Finance team, delivering the Medium Term Financial Plan (MTFP) with respect to funding. The post holder will also be responsible for the co-ordination and overall timetable for the MTFP process and associated requests for information.

Service Leadership Expectations

Leading People

1. Set clear goals for your team and show how they benefit citizens and service users
2. Lead by example by being accessible, approachable and listening well, upholding our behaviour standards and supporting your team to deliver and adapt
3. Plan for the skills and capacity your team will need in the future, and grow a culture of learning, development, and early support
4. Use data, insight and evidence to guide decisions and delegate effectively to empower others to make effective decisions
5. Tackle issues early, give feedback that supports growth, and hold people to account for delivering outcomes.
6. Lead and effectively motivate staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management

Change and Innovation

1. Lead and drive change within your teams in a political and challenging public finances context.
2. Explore innovative approaches to deliver services, managing risks and actively being curious of market analysis and benchmarking.
3. Use robust project management principles to organise people and finances, delivering positive outcomes that are on time and within budget.
4. Support strategic leaders to design and deliver a resilient service, responding at pace to re-prioritise objectives in line with the organisation's changing needs.
5. Lead change across your team and drive a culture of continuous improvement by encouraging colleagues to share ideas.
6. Proactively seek and identify commercial opportunities that provide innovative solutions to service delivery challenges
7. Contribute to the creation of a digital culture within the service by embracing technology in every-day activities and actively seeking digital improvement opportunities in support of a service-wide digital strategy

Collaboration



1. Work collaboratively across the Council to achieve the best outcomes for the citizens of Nottingham.
2. Lead a culture of collaboration within your team by working across boundaries to break down silos to deliver benefits to the citizens of Nottingham.
3. Proactively harness, develop and seek-out effective relationships to foster the collaborative culture, creating efficiencies and joined-up services to achieve the best outcomes for Nottingham's people.
4. Takes account of the council's priorities when negotiating and aligning resources to deliver services.
5. Set clear expectations for how your team collaborates – communicate often, agree how to work well in a hybrid world, and stay curious about how other services work.

Equality, Diversity and Inclusion

1. Make equality, diversity and inclusion part of your team's design and delivery - remove barriers, consider unmet needs, and reflect the diversity of Nottingham's communities.
2. Challenge bias and exclusion where you see it - in your team, processes or services.
3. Give everyone a fair chance to contribute and grow, including those with different working styles, strengths or support needs.
4. Lead inclusive recruitment and workforce development – remove bias from decisions and monitor workforce diversity
5. Shape a culture where people feel safe, respected and able to thrive, use feedback from your team as an opportunity to learn and improve ensuring that people feel valued and heard

Specific Duties

Our Vision is to develop an efficient, effective finance service that supports managers across NCC to secure better outcomes for citizens and deliver the Council Plan.

Strategic Awareness

- Support strategic leads in the development of a strategic vision for the service to enable the council to meet its future challenges
- Continually review, update and report on financial risks and opportunities, advising how the risks can be mitigated and the opportunities exploited
- Contribute to the development, implementation and monitoring of the finance business plan
- Proactively identify trends and changes in the operating environment (e.g. legislation, technology, policy, etc.) that could financially impact your team's service delivery; provide advice and collaborate on potential solutions
- Support strategic leads to help shape the direction of the council to ensure delivery of its priorities and value to residents

Improve compliance and control

- Ensure financial policies, procedures and controls within your sphere of influence are compliant with all relevant legislation, codes, regulations, guidelines, standards and best practice.
- Support strategic leaders to manage the financial control environment including the proactive assessment, monitoring and implementation of effective financial controls within your team
- Support strategic leads to develop and implement the Council's financial risk management process
- Make a contribution towards the closure of accounts and support the external audit opinion

Specific Responsibilities

1. To be responsible for projecting the longer term funding envelope for the City Council (incl Business Rates, Council Tax, RSG and specific grants).
2. Develop appropriate financial models and analytics to determine financial impact of future service demands, changes in legislation and other factors affecting resource requirements



3. Instigate, develop and support the attainment of alternative sources of funding that contribute towards identified funding gaps
4. To be a subject matter expert on funding and legislative changes that will impact on short and medium term financial planning, including any changes to future funding reforms.
5. To feed the latest assumptions and workings into the MTFP reports, CLT strategic budget days and MTFP reports for approval by Executive Board and Full Council.
6. To be responsible for the maintaining the corporate MTFP timetable to ensure all the corporate requirements around the MTFP process are planned for and included.
7. To establish process improvements and methodologies for monitoring the collection of Business Rates and to monitor in year performance and to understand the impact on the collection fund and associated reserves.
8. To establish and implement a process for the accurate monitoring and recording of grants to ensure accurate reporting and monitoring.
9. To be responsible for the completion of corporate funding related returns (including Business Rates NNDR forms and Council tax base and leaflet requirements).
10. To be responsible for monitoring Business Rate reliefs (such as discretionary relief), to ensure that standards and guidelines are in place and there are robust processes in place to assess any applications.
11. To be responsible for the completion of the Corporate Benefits returns.
12. Work with other core cities/ SIGOMA/ other specified consultants on developments within Local Government on funding changes
13. Draw on knowledge of Council services and the related financial complexities, to ensure the provision of systems and procedures that enable effective budgetary control; ensure that variations and emerging financial pressures are drawn to the attention of budget managers, with options and plans for their resolution
14. Advise strategic leads on funding, financial management and accounting requirements
15. Promote a culture which empowers budget holders and supports the delivery of value for money services and knowledge of key cost drivers
16. To be responsible for the collection and repository of key corporate financial statistics to support ad hoc requests for information (eg Union, Leader questions).
17. Contribute to organisational development work that may be required, both internal and external to ensure managers across the business comply with financial standards by using approved processes and receive appropriate training and support to enable them to comply.
18. Provide excellent leadership and management to each of the functional teams, negotiating stretch targets, regularly reviewing performance, problem solving and ensuring that end to end processes are efficient and support the finance service overall to provide and excellent service to the business.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.



Person Specification: Senior Accountant MTFP

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT			
		P	A	AC	D
Vision, Strategy and Delivery	Experience as a team leader in a complex organisation with similar responsibilities, budget and resources.		✓		
	Evidence of supporting the development of a vision for service delivery, translating clear objectives to deliver outcomes that make a positive difference.		✓		
	Evidence of driving accountability, balance risk and respect good governance and ensuring understanding at all levels.		✓		
	Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving.		✓		
	Ability to assess risk whilst effectively developing and managing services / strategic priorities		✓		
	Demonstrate an understanding of the current issues and challenges facing local government in general and Nottingham City Council in particular.		✓		
Leading People	Ability to demonstrate effective leadership skills, inspire, motivate and lead by personal example		✓		
	To have clear track record of successful team development, developing others by creating a culture of innovation and achievement.		✓		
	Ability to represent the service at relevant boards, partnership meetings, conferences and seminars		✓		
	Ability to set the direction of for change within your team and pursue opportunities both internally and with other organisations to aid service improvement		✓		
	Ability to manage multiple projects concurrently and maintain high standards of performance		✓		
	Evidence of establishing a performance management culture, including service planning, target setting, performance appraisals and the management of different staff groups.		✓		
	Ability to undertake the recruitment, development, attendance management, and performance management of employees in line with current legislation, council policy and procedures		✓		
Change and Innovation	Evidence of Implementing change programmes, bringing others on the journey with you.		✓		
	Evidence of supporting innovative service delivery models that continue to provide high quality services within a smaller financial scope.		✓		



	Evidence of leading teams and experience of having to re-focus team priorities at pace following changes outside of the team's control.		✓		
	Experience of developing cultures of continuous improvement where people feel included and involved.		✓		
Collaboration	Experience of working in partnership/shared delivery with external organisations		✓		
	Evidence of actively working to develop a culture of collaboration.		✓		
	Ability to prepare briefings and reports both internally and to external – condensing and conveying complex data to different audiences		✓		
	Understanding of how to operate effectively and openly within the democratic process with political acumen		✓		
	Outstanding interpersonal skills and relationship management		✓		
	Excellent presentation skills		✓		
Equality, Diversity and Inclusion	A deep understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to deliver inclusive services.		✓		
	Demonstrating a thorough understanding of equality, diversity and inclusion challenges posed by providing quality public services in our multi-cultural city.		✓		
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.		✓		
	Evidence of developing people and teams recognise, respect and value individual needs to achieve a culture of inclusivity.		✓		
Role related requirements	A thorough understanding of accounting principle and practice and the applicability to local government accounts.		✓		
	Ability to demonstrate clear budget management and budget setting competencies with a good knowledge of budget systems, monitoring and public sector financial regulations		✓		
	Experience of supporting the development and delivery of a council-wide MTFP or similar long-term financial strategy		✓		
	Able to utilise a range of financial systems to produce strategic financial information		✓		
Qualification requirement	CCAB qualified Accountant with diverse experience at a senior level within a local authority setting or qualified by experience		✓		✓
	Evidence of ongoing managerial and professional development		✓		
P- Pre-Application	A - Application	AC – Assessment Centre	D - Documentary Evidence		