

Job Profile- Controls Accountant

Job Title: Controls Accountant

Job Grade: Level 3, Zone 2

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy, we're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

We have an exciting opportunity available for a Controls Accountant in a very supportive Financial Controls team. As a Controls Accountant you'll help support the Council in its statutory reporting responsibilities and help us make the best use of resources. Ensuring that the Council has timely, accurate and reconciled data allows senior managers to make informed decisions to deliver our Medium Term Financial Strategy and our Council priorities.

About the role

Accurate accounting is vital to underpin the bedrock of the Council and you'll make sure that our financial data is the very best it can be. You'll investigate and reconcile system control codes and bank accounts, spotting the source of any errors. Where necessary, you'll implement improvements to enhance system processes and their efficiency.

The Financial Controls team work together to support one another in their individual roles and duties. Although you'll also work in collaboration with other services, much of your work involves self-managing reconciliations, spotting variances and trends, and being responsible for resolving these differences with other teams whilst also supporting your colleagues in the Controls team. You therefore need to work efficiently, effectively and independently but also be able to explain complex financial transactions to non-accounting staff.

Reducing inequality in our borough is a priority for our Council. But with a tough financial climate, addressing the underlying social problems is no small challenge. That's why we need the very best people to join us across our Finance division – professionals with fresh ideas, different perspectives and the skills to bring improvement.

Example outcomes or objectives that this role will deliver:

- Reconcile, evaluate, and review financial information from systems identifying and implementing improvements to reduce unreconciled items and increase system efficiencies.
- Proactively identify areas of weak Financial Control, develop and execute plans to address these including a check on the procedures and processes in-place within services for uploading and balancing income files.

- Provide guidance and advice to others within the team to ensure the Controls team develop, support and deliver corporate initiatives.
- Work in collaboration with other services and senior management to ensure that services are joined-up and are aligned to the achievement of the Councils Objectives (Camden Plan).
- Provide support to a wide range of staff across the Council acting as the first point of contact for the resolution of the finance queries. Ranging from routine to more complex and non-routine enquiries, provide advice and support on day to day financial matters.
- Ensure advice given is in accordance with agreed operational and procedural guidance, using judgement to decide when to escalate to a specialist member of finance.
- Interrogate financial systems to identify required data to feed the production of financial information. Produce a range of specified and scheduled monthly reports for members and managers, ensuring the distribution of reports within agreed timescales.
- Advise on financial systems, procedures and processes to ensure compliance with financial policies.
- Prepare, collate, analyse financial information to respond to complex ad-hoc requests and queries from budget managers and other finance staff.
- Complete system reconciliations of key financial systems such as payroll, debtors, payments, income management and suspense identifying issues and resolving these satisfactorily within prescribed timescales. Continuously look to challenge, improve and streamline these processes.
- Process journals and virements complying with financial regulations and procedures and corporate guidelines.

About you

Currently working towards a CCAB qualification, you'll already have relevant subject knowledge. This covers accounting principles, financial systems and general financial best practice including internal control requirements. Your expertise comes with very strong IT skills including advanced Excel. You'll make the most of the software's functionality to streamline reconciliation processes and spend time on value-adding activities. You'll also be equipped to build strong working relationships: it's important that you can communicate clearly and explain issues to a range of non-specialist staff. Above all, you'll be committed to strong financial management, working alongside colleagues within and outside the Council.

Key qualities the candidates should demonstrate:

- Experience of working in a busy environment, providing accounting/reporting services to tight deadlines
- Capable of working with minimal supervision
- A flexible worker who can pick up and complete ad-hoc tasks when required
- A competent computer user with experience of using Microsoft Excel to at least an intermediate level
- Excellent communication and interpersonal skills
- Ability to produce work to an excellent standard, paying meticulous attention to detail at all times

- An inquiring mind to challenge the status quo and demonstrate relentless continuous improvement in a Professional manner with a "can do" attitude

Work Environment:

The Post holder will be required to adopt a flexible approach to work, while providing a consistent level of service and will be operating in a continually changing environment with conflicting priorities and demands. The Post holder will be required to work in a responsive and proactive manner adjusting to service pressures and needs. The role is primarily office based but the post holder may be required to operate from multiple locations across the borough in order to conclude reconciliations.

People Management Responsibilities:

No direct line management but the post holder may have work with and supervise work experience or graduate accountants from time to time.

Key Relationships:

- Financial Reporting team
- Business Partners and Management Accountants
- Budget Holders and Managers
- Treasury and Pension Fund Accountants
- Oracle Cloud Support team
- HR and Pension Shared Service
- Purchase to Pay (P2P)
- Income management
- Council Tax, NNDR, Parking, Rents, Leaseholders, Credit Control, Housing (income stream services)
- RBS Customer Services (bankers)

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.