

Job Profile

Job Title: Financial Reporting Accountant (VAT)

Job Grade: Level 4 Zone 2

Pay Range: £47,394 - £54,222

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.

The finance function is crucially positioned to support the council to deliver its on its ambitious agenda set out in We Make Camden. It's important that we get the basics right and have a sound foundation at our core.

In order to deliver on this aspiration our finance team is expected to work in a collaborative way within the council, but also with our residents and partners. It is important that we provide a service that always reflects best practice and is streamlined and efficient. To achieve this we will continue to invest in our teams to ensure they are properly resourced and skilled to provide sound, relevant financial advice and innovative solutions to support service pressures, demonstrate initiative and lead a solution focused service.

About the role

Accurate accounting is vital to the Council in financial reporting and supporting effective decision making and you will make sure that our financial data is the very best it can be. We are looking for a Financial Reporting Accountant to work within in the Financial Reporting Team, to support with the financial year end process, Statement of Accounts production and liaison with External Auditors; and also be the department's primary contact for VAT accounting.

Reporting to the Financial Reporting Manager within a team of 4, the post holder will be solely responsible for completing the Council's VAT returns on a monthly basis, ensuring accurate VAT reporting and timely submission, liaising with staff across the business, HMRC and the Council's external tax advisors where required.

The postholder will also play an active role to support production of the Statement of Accounts, taking responsibility for delivering elements within the Statement of Accounts and Whole Government Accounts, ensuring high quality working papers that meet the standards required by external audit, and working within strict reporting timeframes.

About you

In this role you will already have relevant subject knowledge and currently working towards a CCAB qualification. This covers accounting principles, financial systems and general financial best practice.

You will have very strong IT skills including advanced Excel and financial systems experience.

You will make the most of the software's functionality to streamline reconciliation processes and spend time on value-adding activities.

You will 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.

Work Environment:

The postholder will be required to work in an agile way in-line with Camden's flexible working environment. The Post holder will be required to work in a responsive and proactive manner adjusting to service pressures and needs, providing a consistent level of service.

People Management Responsibilities:

No direct line management but the post holder may have to supervise trainee accountants on placement from time to time.

Relationships:

The post holder will report to the Financial Reporting Manager and work closely with other members of the Financial Reporting team. Other key relationships for the post holder will be:

- The Chief Accountant to ensure that there is a co-ordinated approach to financial reporting which is tied in with other financial services
- Other teams and individuals within Finance ensuring accurate VAT accounting processes
- Budget holders and others within the Council who have a key role in ensuring that financial reporting is accurate and timely
- External Audit - liaising on audit queries
- HMRC in responding to any queries regarding the Council's VAT data
- The Council's VAT advisers

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 those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

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,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.