**Job Capsule Supplementary Information: Financial Reporting Accountant (VAT)**

# This supplementary information for the Financial Reporting Accountant (VAT) role is for guidance and must be used in conjunction with the Job Capsule for the Finance Level 4 Zone 2, Camden Way Category 4.

**It 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.**

**Role Purpose:**

* To support production of the Statement of Accounts regulatory timetable and taking responsibility for fixed asset elements of the Statement of Accounts and ensuring delivery of high quality working papers
* To co-ordinate and ensure timely production of responses to external audit queries to enable the annual Statement of Accounts to be completed
* To lead on one of more technical areas including scheme of delegation, capital accounting, Whole of Government Accounts return, PFI accounting, VAT reporting and training
* To proactively identify areas of weak financial management, risks and pressures and develop and execute plans to improve those, including a check on the financial management processes and procedures in place and whether they are adhered to
* As part of a team, be proactive in developing the Financial Reporting Team and the offer from Finance to the organisation

# Example outcomes or objectives that this role will deliver:

* Continual process improvements in the delivery of the WGA and Statement of Accounts
* Production of the WGA return and responses to related audit queries
* Working with other finance teams to improve financial reporting (including bad debt monitoring and lease management)
* Ensuring accurately and timely VAT reporting
* Scheme of Delegation fit for purpose and reviewed on an annual basis

# People Management Responsibilities:

* This role has no formal line management responsibilities but taking a lead in a matrix approach with colleagues within the division and more widely in Property and other Services will be crucial

# Relationships:

The post holder will report to the Chief Accountant Financial Reporting. Other key relationships for the post holder will be:

* + The Heads of Finance in terms of their role of having overall responsibility for the financial planning and management functions within Directorate structures
	+ Other teams and individuals within Finance to ensure that there is a co-ordinated approach to financial reporting which is tied in with other financial support services
	+ 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
	+ The Council’s VAT advisers
	+ Property – to instruct and confirm property valuations

# Work Environment:

The post-holder will be required to work in an agile way in-line with Camden’s flexible working environment.

# Technical Knowledge and Experience:

* + Ability to interpret financial data/information, apply logic and judgement
	+ Have knowledge and understanding of financial regulations, statutory financial reporting requirements and financial frameworks in a large organisation – preferably local government
	+ Excellent communication, influencing and presentation skills and a pro-active approach to work, including identifying and resolving problems/issues
	+ Understanding and knowledge of providing service delivery improvements, including financial systems and processes within a financial setting

# Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>