**Job Profile Information: Controls Accountant**

**This supplementary information for the Controls Accountant is for guidance and must be used in conjunction with the Job Capsule for Finance job family at Level 3, Zone 2, Camden Way Category 3**

**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:**

Is to undertake and complete reconciliation of system control codes and bank accounts identifying the source of any error or anomaly and ensuring these are actioned working within defined procedures.

Self-manage allocated high volume and value reconciliations and resolve queries without recourse to management input within prescribed monthly deadlines.

Investigate, resolve and explain complex financial transactions and explain actions to technical and non-technical staff.

**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.
* Maintain the Council's revenue and capital accounting and coding structure so that expenditure and income is recorded and reported in accordance with recommended practice.
* Control access to finance systems ensuring access is limited to relevant staff so confidential information is controlled and managed in accordance with Data protection requirements.
* 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.
* Support positive communication across the organisation encourage constructive relationships, including with the Council’s key partner agencies.

Support the delivery of projects for income maximisation in services. Ensuring effective financial controls are in place.

**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.

**Relationships;**

* The Technical team
* Budget Holders
* FST and accountants in the division
* SSI team
* HR
* Pension Shared Service
* System users
* ICT
* Income management
* Council Tax, NNDR, Parking , Rents, Leaseholders, Credit Control, Housing (income stream services)
* RBS Customer Services (bankers)
* Treasury and Pension Fund Accountants
* Purchase to Pay (P2P)

**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.

**Technical Knowledge and Experience:**

* Studying towards a CCAB qualification
* Able to understand and apply complex accounting principles and concepts
* Strong knowledge of general finance policies and procedures including internal control requirements.
* Strong knowledge of and ability to use a wide variety of financial systems and modules
* Expert knowledge of excel and functionality within it in order to streamline reconciliations and be efficient in completing recs
* Strong IT skills in order to minimise routine tasks in outlook and other programmes
* Able to apply and follow good financial practice and comply with finance regulations, manuals and procedures
* Excellent written, verbal communication and presentation skills in order to explain technical accounting and reconciliation issues to non-specialist colleagues.
* Able to build effective and productive working relationships with colleagues and teams inside and outside of the Council and demonstrate the personal commitment to ensuring strong financial management.
* Ability to understand, assess and recommend improvements to operational processes and procedures.

**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>