

Job Profile Information: Capital Strategy Accountant Level 4 Zone 2

This supplementary information for Capital Strategy Accountant is for guidance and must be used in conjunction with the Job Capsule for Finance at Level 4

Role Purpose:

Working to the Capital Strategy Advisor, this role will ensure that the council's capital programme projections are underpinned by appropriate and understood assumptions through the development, maintenance and regular refresh of the 10 year capital programme expenditure, income and funding working papers. The post holder will have a strong understanding of the technical rules and regulations that govern local authority capital funding and the ability to provide high quality advice on these matters to stakeholders.

In this role, the post holder will develop and implement enhancements to the provision of the capital information across the council. The role will support the Capital Strategy Advisor to coordinate and deliver the medium-term ('baseline and baseline plus') and annual capital review budget setting processes and accounts closing. The post will lead on the provision of relevant statutory returns, and support enhancements to the regulatory framework for capital.

Example outcomes or objectives that this role will deliver:

- A reported capital programme that accurately reflects capital spending plans, income and other funding
- Technical and strategic capital advice to stakeholders including:
 - technical capital accounting rules and regulations
 - funding options and their implications
- Enhanced communications regarding current programme is delivered (e.g. through intranet or other media)
- Support to Capital Strategy Advisor to support the delivery of the annual and medium-term capital strategy ('baseline' and 'baseline plus')
- Additions/changes to and reconciliations with general ledger are complete and accurate
- Relevant statutory returns (such as Pooling Audit Return, Capital Forecast Return and Capital Estimates Return, and Housing Capital Receipts Pooling Return) are accurate and submitted on time

People Management Responsibilities:

- This role has no formal line management responsibilities but working with a range of colleagues across the division in a matrix approach will be important.

Relationships:

The post holder will report to the Capital Strategy Advisor. Other key relationships for the post holder will be:

- The Capital Strategy Financial Advisor who will take a lead on developing and enhancing the council's capital financial strategy
- The Head of Finance - Corporate Services
- Financial Reporting Business Advisor (technical capital) post holder in Technical responsible for accounting for capital assets
- Treasury and Pensions team for mutual understanding of council's investment strategy on capital financing
- Colleagues across directorate finance teams responsible for capital reporting and delivery including capital project business partners and other business partners with capital portfolios
- General fund strategy and HRA strategy colleagues regarding impacts of capital programme on revenue financing

Work Environment:

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

Technical Knowledge and Experience:

- AAT qualified, studying for a CCAB or equivalent professional qualification, or part CCAB or equivalent qualified.
- Ability to understand and interpret complex legislative and regulatory frameworks that apply to local government finance
- Knowledge and understanding of capital financial planning, management 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

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:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>