**Job Profile- Controls Accountant**

**Job Title: Controls Accountant**

**Job Grade: Level 3, Zone 2**

**Salary Range: £34,033 - £39,480**

**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 us make the best use of resources and ensure timely, accurate and reconciled data informs senior managers to deliver our Medium Term Financial Strategy.

**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. If necessary, you’ll implement improvements and enhance a multitude of systems and their efficiency.

Although you’ll 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 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.

**About you**

Currentlyworking 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-add 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 candidates should demonstrate are**

* Experience of working in a busy environment, providing accounting/reporting services to tight deadlines
* Capable of working with minimal supervision
* 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
* Good communication and interpersonal skills
* Ability to produce work to an excellent standard, paying meticulous attention to detail at all times
* 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.

Relationships:

* The Financial Reporting team
* Budget Holders
* Business partners and management 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)

**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](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**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](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) 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,