



Job Summary Overview

Job title	Deputy Chief Accountant
Career family	Operational Enablers
Professional pathway	Finance, Commercial and Pensions
Career family level	Team Manager (6A2)
Grade	13
Reports to	Financial Planning & Reporting Manager
Financial responsibility	No direct financial responsibility.
Supervisory responsibility	Line management of three Assistant Accountants and co-ordination with the two Planning & Reporting Accountants and the Chief Accountant to plan and ensure the most effective use of team capacity throughout the financial year.
Reference number	

Job Summary

Supports the Chief Accountant in maintaining and, where necessary, suggesting improvements to the financial accounting system; producing accurate and timely statutory reporting on the council's finances, including the annual Statement of Accounts; satisfying all requests from external auditors in respect of the Statement of Accounts.

- Deputise for the Chief Accountant.
- Manage and undertake the coordination and preparation of the final accounts timetable and liaise with key internal and external stakeholders to ensure any issues are resolved. Ensure that the information required and deadlines are pro-actively communicated and delivered.
- Manage and maintain the fixed asset reporting and all other capital balance sheet accounts and ensure leases are accounted for in accordance with legislative and professional requirements.
- Prepare the capital accounting elements of the council's final accounts and associated government returns.
- Co-ordinate and complete the Whole of Government Accounts (WGA) return in accordance with statutory deadlines.
- Liaise with the council's External Auditors in relation to the capital final accounts and co-ordinate and respond to their requests for information and queries.
- Maintain oversight of revenue hierarchies to ensure these are maintained in line with agreed principles and support effective monitoring and reporting.
- Oversee the monitoring and maintenance of Financial Regulations and Financial Procedure Rules coordinating updates to ensure they stay relevant and work with the



Financial Systems team to manage the development and the quality monitoring of finance policies, procedures and guidance.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
CCAB or CIMA qualified.	✓	
Experience of assisting with planning and producing accounts for a large complex organisation within a statutory accounting framework	✓	
Experience of producing Local Authority accounts		✓
Understanding of the CIPFA/LASAAC Code of Practice on Local Authority Accounting		✓
Experience of liaising with external auditors and supporting external audit processes to achieve positive outcomes	✓	
Knowledge and understanding of financial policy, practices, procedures and legislation.	✓	
Excellent knowledge and understanding of capital accounting regulations, policies and procedures.	✓	
Authority and credibility to work effectively in a political environment and build productive relationships and engage successfully with senior managers, members, colleagues, partners and customers.	✓	
Excellent stakeholder management skills including influencing and negotiating and a proven ability to develop and maintain effective internal and external working relationships.	✓	

Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy
[Agile working policy and summary | Oxfordshire County Council Intranet](#)
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).



<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		



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