



Job Summary Overview

Job title	Planning & Reporting Accountant (Revenue)
Career family	Operational Enablers
Professional pathway	Finance, Commercial and Pensions
Career family level	Technical / Professional Adviser (6B2)
Grade	14
Reports to	Planning & Reporting Manager
Financial responsibility	Responsible for maintaining and providing oversight of the council's £955 million gross revenue budget.
Supervisory responsibility	No direct reports but supervises a pool of Assistant Accountants to complete financial planning and reporting tasks.
Reference number	

Job Summary

Pro-actively support the Planning & Reporting Manager to provide a comprehensive revenue financial planning and reporting service for the council. This includes supporting the development and monitoring of the council's Financial Strategy; leading on the development and management of the annual budget & business planning process and co-ordinating the information needed for council to approve the budget and Medium Term Financial Strategy in February.

Responsible for co-ordinating and managing the production of the financial elements of the Business Management & Monitoring reports and presentations for both internal use and to Cabinet throughout the year and for managing a pool of resources to support to support financial processes and reporting throughout the year.

- Lead on planning and managing the operational revenue budget planning process, the collation of proposals and the production of updates, reports and presentations to Strategic Leadership Board, Cabinet, Performance & Corporate Services Overview & Scrutiny Committee, Political Group Leaders, and Council.
- Develop and maintain budget modelling and scenario planning for expenditure and funding available to the council including the impacts of inflation and other relevant factors.
- Liaise with the Cabinet Member for Finance and other key stakeholders and respond as appropriate to requests for information.
- Work with the Planning & Reporting Accountant (Capital) and the Strategic Financing & Investment Manager to ensure that revenue consequences of the Capital and Investment Strategy are accounted for in the Budget & Business Planning Process and throughout the year (including the calculation of the Minimum Revenue Provision and budgets for Strategic Measures).



- Manage the financial reporting cycle for revenue budgets and maintain a critical overview and challenge in the production of financial reports, ensuring the reporting is complete, consistent, adds value to decision making and accurately presents the financial performance and risk across the Council.
- Work pro-actively with the Finance Business Partnering Teams and Finance Help Desk to lead on financial management processes for budget monitoring and reporting and to respond to pro-actively to issues that arise.
- Oversee the completion of external revenue returns (RA, RO and QRO)
- Calculate and transact the Minimum Revenue Provision for the relevant year.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
CCAB or CIMA qualified with post qualification experience	✓	
Understanding of financial management, business planning, governance, risk management, processes & procedures	✓	
Local Government experience		✓
Effective communicator who can communicate with authority and credibility to internal and external audiences including councillors, and use these skills to inform, instruct, persuade and encourage feedback.	✓	
Excellent stakeholder management skills including influencing and negotiating and a proven ability to develop and maintain effective internal and external working relationships.	✓	
Ability to work pro-actively to identify opportunities and solutions to problems including improving and automating processes and outputs.	✓	
Strong leadership skills to inspire and develop organisational thinking and deliver high levels of performance.	✓	
Commercially aware, with an ability to understand cost drivers, value for money, and identify opportunities for delivering greater value.	✓	
Ability to join the dots across the organisation and identify the implications of proposals.	✓	

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):		