**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Senior Financial Systems Accountant |
| Salary: | £52,805 - £56,070 |
| Grade: | G14 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Financial Systems and Support |
| Service Area: | Financial Services |
| Primary Location: | County Hall, Oxford OX1 1ND. Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process |
| Budget responsibility: | None |
| Responsible to: | Head of Financial Systems and Support |
| Responsible for: | Supervision of assistant accountants, finance system officers, CIPFA trainees and operational finance staff as required. |
| Political Restricted Post: | No |

## Job Purpose

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| You will be responsible for the financial configuration and oversight of the Health, Education and Social Care (HESC) corporate finance systems, or those systems that have a significant financial element or pathway, including interfaces into case management, corporate finance and corporate contract systems or data marts and data warehouses.You will provide direction and support to projects and programmes where there is a dependency on financial systems, providing technical accounting advice to ensure financial systems operate in accordance with financial accounting requirements, and generate financial information in an effective and efficient manner to support performance monitoring, good financial management, and management accounting.This post will operate flexibly across Finance, providing finance and management accounting support for projects and other Finance Teams as priorities dictate. They will provide support across Finance in the development of finance and business reporting, information management and continuous data and process improvement. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* Act as a source of expertise across corporate and local finance systems.
* Act as a central finance lead on all local system/s issues and attend relevant system user groups and change control sessions (internal/external) as required.
* Lead on the maintenance and development of configuration of the systems which are managed and controlled by central finance.
* Undertake project work on future development of the systems, where it relates to finance processes, alignment with regulations or finance data flows/integrations.
* Lead on the development of financial reports using both corporate and local systems data sets for budget monitoring, performance reporting, financial modelling and data quality.
* Provide finance support to major programmes and/or projects as required.
* Undertake data analysis - extraction, transformations, modelling, forecasting, analyse comparative data and draw conclusions based on evidence gathered.
* Translate policy options into financial consequences, identifying associated financial issues and risks and offering solutions.
* Ensure that the revenue and capital implications of programmes and projects are identified and understood (for both the medium and longer term if appropriate) and that the impact on all finance teams, financial processes and systems is identified and addressed.
* Carry out agreed data improvement projects, including implementing technological solutions to reduce manual data extraction and manipulation and enhance reporting capabilities.
* Lead on pro-active identification of areas for data improvement, working with colleagues throughout finance and services as appropriate
* Act as a central finance lead in ensuring that information derived from SAP, local finance systems, the council’s contract system and the council’s capital programme system is structured in a compatible format.
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| CCAB Qualified with significant post qualification Finance / Accounting experience | A, I, D |
| Extensive knowledge and understanding of financial policy, practices, procedures and legislation, with an aptitude for understanding and interpreting new and or changes to regulations and legislation.  | A,I |
| Extensive knowledge of local government and wider sector / external influences including political sensitivities. | A,I |
| Good communicator, who can communicate effectively with a wide range of audiences including members, in order to inform, instruct, persuade and encourage feedback. | A,I,T |
| Excellent IT skills including extensive knowledge and ability to use Mircosoft applications, including Power applications; and able to manage configuration of line of business systems effectively.  | A,I,T |
| Experienced in working with Senior Managers with the professional knowledge and ability to influence decisions, address poor performance and identify opportunities and innovation through sound reasoning, risk assessment and a sound understanding of the organisational objectives over the short, medium and long term.  | A,I |
| Experience in the identification and appraisal of financial risk, with the ability to apply a proportionate approach when advising on the management of those risks consistent with the council’s risk appetite.  | A,I |
| Experienced in supervising staff to manage completion of work to required standard and timescale, with the ability to manage staff development and performance. | A,I |
| Behaviours and Key Competencies |  |
| Behaviours and Key CompetenciesThe following are the generic behaviours expected from all finance staff * Has a positive and optimistic attitude
* Always looks to improve ways of working
* Is inquisitive and actively owns and seeks to solve problems
* Takes personal responsibility to find things out and develop and share knowledge
* Communicates and collaborates pro-actively
* Builds trust-based relationships
* Demonstrates ethical behaviours as set out in the ethical standards framework

These staff behaviours will be demonstrated in conjunction with the following key competencies* Is commercially aware – i.e. understands the cost drivers and true costs of services and considers the value in everything we do.
* Able to listen, understand, and respond constructively to the viewpoints of others.
* Able to challenge constructively, join the dots, and see the wider implications, across services, processes and issues.
* The ability to communicate clearly and openly with others in order to inform, instruct, persuade and encourage feedback.
* Demonstrates a can do attitude and focuses energy and commitment on achieving positive results that are critical to the organisations success.
* Understands the role of the organisation, and the needs and expectations or internal and external customers, working professionally and innovatively to meet or exceed those needs and expectations
* Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative idea, solves problems and continually improves performance.
* Collaborates and consults with others effectively, in joint pursuit of team and organisational goals.
* Understands the environment in which the organisation operates and considers the financial and wider commercial implications of their decisions and actions.
* Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role and ensure continuous development
 | A,I,T |
| Desirable Criteria | Assessed By: |
| Knowledge of the financial framework in which local authorities operate e.g. Constitution, Financial Procedure Rules / Regulations. | A, I |
| Relevant experience in Local Government or public body setting. | A, I |
| Relevant experience of using one or all of the following systems: SAP, PPM, MasterGov, Atamis. | A, I |
| Relevant experience or qualifications developing and using data insight visualisations in a data tool, including workflows, marts, models and dashboards. | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [x]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

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

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | 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) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [x]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022