



Job Description

Job Title:	Senior Financial Accountant
Directorate/Team:	Finance and Business Hub
Location:	16 Summer Lane or other site/location
Responsible to:	Group Financial Accounting and Reporting Manager
Responsible for:	1
Key working relationships: (internal)	Group Financial Accounting and Reporting Manager, Lead Special Project Accountant, Assistant Financial Accountant – Capital, Accounting Pool, Accounts Receivable, Accounts Payable, Financial Planning team, Metro finance team, Ticketing team, Major Programme team, Treasury team
Key working relationships: (external)	External audit team Key finance staff within WMCA subsidiaries, associates and joint venture

Purpose of the Post

The role will play a critical role in maintaining the integrity of the West Midlands Combined Authority's financial reporting and control environment. You will be responsible for the preparation of the financial statements for the West Midlands Combined Authority and its group whilst ensuring compliance with the Code of Practice on Local Authority Accounting and relevant legislations. You will also be taking a major role in providing technical support and guidance to the finance team and wider organisation including subsidiaries in the financial accounting area. You will also be working with the wider finance team to deliver a quality accounting service and ensuring financial controls are maintained.

Accountabilities

- The preparation of the annual statutory financial statements for the West Midlands Combined Authority including Group
- Accurate completion and submission of the annual Whole of Government Accounts (WGA)
- Accurate and timely financial reporting on a monthly basis
- Ensuring that all HMRC and Government statutory returns including the publication of the financial statements are submitted by stipulated deadlines
- Providing technical advice on accounting to the West Midlands Combined Authority and its subsidiaries

Responsibilities

Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and its finance function
- Support the Group Financial Accounting and Reporting Manager in identifying process improvement opportunities and risks; and implementing process improvement activities and controls to mitigate risks
- Working with the Group Financial Accounting & Reporting Manager on implementation of new accounting standards in accordance with the Code of Practice on Local Authority Accounting

People

- Establish and maintain effective working relationships with external auditors to ensure efficient, accurate and correct exchange of information during the annual audit
- Providing financial accounting advice and technical support to the finance team and the wider organisation including subsidiaries

- Providing financial accounting training to non-finance and finance teams in support of the Group Financial Accounting and Reporting Manager where required
- Managing and supporting the development of the finance team, participating in regular 121's, giving and collating feedback, being supportive, being encouraging, being a motivator and an excellent role model, always seeking to get the best out of yourself and others
- Liaising as necessary with internal and external stakeholders as part of the financial reporting responsibilities

Operational

- Preparing statutory financial statements for the West Midlands Combined Authority and its group in compliance with the Code of Practice on Local Authority Accounting and relevant legislations
- Leading in the preparation and review of monthly Balance Sheet reporting including key reconciliations and control accounts
- Participating and managing internal and external audit requests and other compliance activities in support of the Group Financial Accounting and Reporting Manager
- Working with the Group Financial Accounting & Reporting Manager to ensure implementation and compliance of financial policies and controls
- Working with the Lead Special Project Accountant and the financial accounting – capital team to ensure compliance with capital accounting in accordance with the Code of Practice on Local Authority Accounting, Local Authority Capital Accounting and relevant legislations
- Managing the grants process ensuring proper accounting practices

Other

- Represent the WMCA in a professional manner
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role
- Ensure continuing personal and professional development, taking ownership and accountability for your responsibilities

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience					
Strong background with proven experience in financial accounting, with hands-on experience in month-end close, Balance Sheet reporting including reconciliations, and preparing period and final statutory accounts	X		X	X	X
Experience in dealing with senior staff and other internal stakeholders and supporting them in carrying out their duties	X		X	X	
Experience in dealing with external auditors	X		X	X	
Awareness, understanding and experience of working in a public sector organisation with a high level of public and government scrutiny and the management of various grants and income streams	X		X	X	
Skills / Knowledge					
In-depth knowledge of Code of Practice on Local Authority Accounting and International Financial Reporting Standards	X		X	X	X
In-depth knowledge of accounting systems, procedures and practices	X		X	X	
Self-motivated with the ability to work on own initiative and as part of a busy team, with experience of delivering to strict deadlines	X		X	X	

Strong communication and inter-personal skills, comfortable with liaising with other teams and external parties	X		X	X	
High attention to detail, with strong analytical and problem-solving abilities and the ability to produce work to an excellent presentational standard	X		X	X	
Desire and ability to learn and develop new skills and be able to embrace change with a 'can do' attitude	X		X	X	
Advanced Excel skills and confident in handling large data sets	X		X	X	
Resilient under pressure and able to manage multiple priorities in a fast paced environment	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
CCAB qualified accountant with current active membership body status	X		X		

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family