

## **Job Description**

**Post Title:** Management Accountant – Major Programmes

**Directorate:** Finance and Business Hub

**Reports to:** **Senior Major Programme Accountant**

**Direct Reports:** Nil

**Salary Band:** SP 34 – 38

**Key Relationships:** Colleagues within the Major Programme team, the wider Finance and Business Hub, capital finance staff at Local Authority Members

### **Role Purpose**

The role will be responsible for delivering a professional management accounting service across a portfolio of WMCA Major Programmes totalling in excess of £3bn, ensuring an efficient approach to the management of financial resources which is aligned with WMCA financial regulations and best practice.

You'll also engage with colleagues in the Finance and Business Hub to drive the team vision, as well as senior officers from across multiple disciplines within WMCA.

### **Responsibilities**

- Liaise on a monthly and quarterly basis as appropriate with the Budget Holders and External Members to ensure Major Programme funding is managed efficiently and effectively, in line with the applicable conditions and WMCA Financial Regulations.
- Coordinate across multi-disciplinary teams to comprehensively review claims for reimbursement from WMCA Major programmes, frequently exceeding £10m per quarter. Prepare summary packs for statutory officers which include clear evidence-based recommendations after analysis from financial, legal and M&E perspectives.
- Provide robust and timely financial input into external WMCA Major Programme monitoring and evaluation assessments undertaken by Central Government.
- Ensure that the correct grant accounting treatment for WMCA Major Programme funding is applied.

- Assist strategic Major Programme management staff on projects to further automate and improve wider WMCA capital programme forecasting and budgeting processes.
- Act as a focal point for external audit of WMCA Major Programmes.
- Support strategic Major Programme management staff by providing comprehensive financial advice to extremely senior stakeholders, and researching the financial implications of new initiatives and potential changes.
- Prepare written financial implications for formal reports published internally and externally, and approval documents.
- Provide accurate and up to date month-end financial reporting and commentary across both revenue and capital cost centres associated with Major programmes to management, in line with strict deadlines.
- Support the Major Programme team by working with internal and external Budget Holders to provide accurate and robust quarterly forecast proposals to management.
- Provide financial input into the Assurance Framework as required, including review and evaluation of business cases in accordance with HMT Green Book requirements where necessary.
- Coach and work closely with Accounting Technicians/Assistants, helping them to improve their technical proficiency and ensure their development needs are met.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
<b>Management accounting</b> – Strong grasp of double-entry accounting and understanding of Income & Expenditure and Balance Sheet. Sound understanding of the accrual basis and fundamental capital accounting regulations	X		X	X	
<b>Financial planning</b> – Experience undertaking calculations to derive robust forecasts and budgets. Examples demonstrating ability to critically evaluate financial information, including consideration of value for money and identification of errors/anomalies.	X		X	X	
<b>Supporting multi-disciplinary teams</b> – Experience working with project managers, assurance personnel and legal personnel preferable.		X	X	X	
<b>Delivering process improvements</b> – Evidence of improved efficiency by increased automation of transactional tasks/dashboard outputs, and effective data sharing solutions.		X	X	X	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other

<b>Intermediate MS Excel</b> – Proficient manipulation of medium-sized workbooks including: <ul style="list-style-type: none"> <li>• Applying conditional formatting</li> <li>• Pivot tables</li> <li>• Basic charts</li> <li>• Intermediate formulae (e.g. SUMIFS, IF/AND, Lookups, named ranges, Goal Seek)</li> <li>• Workbook protection.</li> </ul> Ambition to become an advanced Excel user (named ranges, macro/VBA) desirable.	X		X	X	
<b>Microsoft Office Suite</b> - intermediate, including: <ul style="list-style-type: none"> <li>• MS Outlook – intermediate user comfortable managing shared mailboxes, contact groups, applying rules for efficiency.</li> <li>• MS Teams – ability to use basic video call (share screen, record, etc) and messaging functionality.</li> <li>• MS PowerPoint – Ability to produce well formatted simple presentations (appropriate layout, embedded objects).</li> <li>• MS Word – Ability to professionally edit documents (paragraph formatting, headers/footers, cross-references, use of editor).</li> </ul>	X		X	X	
<b>Stakeholder management</b> <ul style="list-style-type: none"> <li>• Comfortable communicating verbally with internal/external staff in a professional and conscientious manner.</li> <li>• Confidence to ask questions and contribute within meetings (physical and virtual).</li> <li>• Clear and concise written communication.</li> <li>• Alert to confidentiality issues.</li> </ul>	X		X	X	
<b>Local authority accounting</b> <ul style="list-style-type: none"> <li>• Sound understanding of fundamental local authority capital accounting principles and regulations (qualification of capital).</li> <li>• Awareness of grant accounting requirements</li> <li>• Awareness of the CIPFA Prudential Code, the Capital Financing Requirement and MRP.</li> </ul>		X	X	X	
<b>Attitude and Behaviours</b> <ul style="list-style-type: none"> <li>• Ability to prioritise and work to deadlines</li> <li>• Enjoys working closely in a small team and frequent interaction across multiple disciplines</li> <li>• Resilient and desire to learn and improve</li> </ul>					
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Membership of a CCAB body		X	X	X	
Evidence of continuing professional development		X	X	X	

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

### **Core Expectations**

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 Focused	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.

### **Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

### **Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

### **Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

### **Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

### **GDPR (General Data Protection Regulation)**

To 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.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis