

Job Description

Post Title: Project Accountant

Directorate: Finance and Business Hub

Reports to: **Chief Accountant**

Direct Reports: Nil

Salary Band: SP 36-40

Key Relationships: Colleagues within the Finance and Business Hub team

Role Purpose

Delivering a professional project accounting service for a range of capital projects delivered by the WMCA Group.

Responsibilities

- Develop a full understanding of WMCA Group's Financial Procedure Rules, and the WMCA Group's Capital Strategy and Treasury Management Strategy
- Coordinate the submission of robust annual capital budget proposals for a range of WMCA Group capital projects
- Ensure capital budgets and capital funding for a range of WMCA Group capital projects are monitored and controlled effectively
- Review month-end position for a range of WMCA Group capital projects in accordance with the agreed month end timetable
- Ensure compliance with all relevant grant or funding condition
- Supporting the relevant Strategic Finance Business Partner in providing financial advice to budget holders and project managers and preparing written financial implications for inclusion in formal reports
- Assist in the preparation of funding bids and submissions to government
- Provide high quality project accounting services for a range of WMCA Group capital projects
- Support project managers in managing their available financial resources
- Provide efficient month-end accounting activities
- Provide effective forecasting activities at regular intervals

- Support project managers in developing robust annual capital budget proposals

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Project accounting at a senior level	X		X	X	
Financial planning at a senior level	X		X	X	
Experience of providing financial advice and support to budget holders and senior managers	X		X	X	
Experience of working proactively with colleagues across the finance function	X		X	X	
Supporting multi-disciplinary teams to achieve service outcomes	X		X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
CCAB qualified accountant or equivalent QBE	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