

**Post Title:** Project Accountant

**Directorate:** Finance

**Reporting to:** Chief Accountant

**Direct Reports:** 0

**Role Purpose:**

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

**Accountabilities (Deliverables):**

- Providing high quality project accounting services for a range of WMCA Group capital projects.
- Supporting project managers in managing their available financial resources.
- Providing efficient month-end accounting activities.
- Providing effective forecasting activities at regular intervals.
- Supporting project managers in developing robust annual capital budget proposals.

**Responsibilities (Duties):**

- Developing a full understanding of WMCA Group's Financial Procedure Rules.
- Developing a full understanding of WMCA Group's Capital Strategy and Treasury Management Strategy.
- Coordinating the submission of robust annual capital budget proposals for a range of WMCA Group capital projects.
- Ensuring capital budgets and capital funding for a range of WMCA Group capital projects are monitored and controlled effectively.
- Reviewing month-end position for a range of WMCA Group capital projects in accordance with the agreed month end timetable.
- Ensuring compliance with all relevant grant or funding conditions.
- 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.
- Assisting in the preparation of funding bids and submissions to government.

**Qualifications:**

(The qualifications below are not necessarily required in all cases, but indicate the level of intellect required to perform the duties of the post.)

- CCAB qualified accountant or equivalent QBE

**Skills/Knowledge/Experience:**

**Essential:**

- Project accounting experience at a senior level.
- Financial planning experience at a senior level.
- Experience of providing financial advice & support to budget holders and senior managers.
- Experience of working proactively with colleagues across the finance function.
- Supporting multi-disciplinary teams to achieve service outcomes.

**Desirable:**

- Experience of delivering process improvements within a finance setting.
- Local Authority accounting experience

**Other:**

**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 so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

**Values**

- Be Collaborative
- Be Driven
- Be Inclusive
- Be Innovative