



## ROLE PROFILE

<b>Post Title:</b>	<b>Accountant</b>	
<b>Grade:</b>	LC 7 – LC 9 (Progression arrangements apply)	<b>JE: 1804</b>
<b>Location:</b>	Lancashire Constabulary Headquarters	
<b>Responsible to:</b>	Senior Accountant	
<b>Responsible for:</b>	Finance Assistants	

### Job Purpose:

To monitor and maintain a range of budgets including the treatment of external funding and grants and provide a focal point for advice, support and guidance to the Constabulary

To lead and motivate staff in providing comprehensive accounting services to departments and employees of the Constabulary.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- To ensure that agreed systems and procedures are adhered to and that all financial transactions are recorded promptly and accurately in the most effective manner, following ethical and honest practises at all times.
- To be responsible for setting and profiling accurate budgets based on trend analysis, structure costings and consultation with budget holders and service specialists.
- To be responsible for the accurate maintenance of the accounting ledger and reporting for a specified range of budgets,
- To ensure that systems and procedures are in place to identify, record and recover external income and grants.
- To provide baseline and ad hoc management information to support the decision making process.
- Maintain regular and effective relationships with budget holders, officers, staff and external agencies by providing advice, support and guidance on financial accounting systems and processes, regulations and standing orders.

- To submit grant claims as required to the Home Office and other government departments.
- To identify risks associated with external funding.
- To be responsible for the reconciliation of the HQ Contingent Account and ensure the reimbursement and reconciliation of all petty cash floats
- To manage the accounts receivable process, including the receipt and allocation of income and management of aged debts.
- To be responsible for the supervision and development of the Finance Assistants in order to ensure consistent services are provided.
- To maintain accurate records in accordance with force policies, procedures and legislation.
- To ensure completion of year-end processes in accordance with set timescales.
- To assist in providing information for both internal and external audit purposes, and contribute to implementing audit recommendations
- To provide support and advice on the submission of bids and claims for funding to operational officers and budget holders.
- To assist in the data collection and preparation of both statutory and non-statutory returns and reporting results as necessary
- Demonstrate a strong personal commitment to delivering and achieving value for money, whilst providing high quality service.
- To promote and comply with Lancashire Constabulary's obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.
- Take responsibility for improving your performance by participating in the Continuous Professional Development (CPD) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

## Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

### **Resolute, compassionate and committed**

<b>Behaviour</b>	<b>Level</b>	<b>To be Identified by</b>
We are emotionally aware	2	Interview
We take ownership	2	Interview

### **Inclusive, enabling and visionary leadership**

We are collaborative	2	Interview
We deliver, support and inspire	2	Interview

### **Intelligent, creative and informed policing**

We analyse critically	2	Interview
We are innovative and open minded	2	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

## Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
AAT qualified or equivalent with commitment to work towards fully qualified CCAB or CIMA accountant within 5 years.		Application Form
Evidence of Continuing Professional Development		Application Form/Interview
<b>Knowledge / Experience</b>		
Knowledge of management and financial accounting systems and procedures		Application Form / Interview
Experience of producing monthly management accounts to a strict deadline		Application Form / Interview
Experience of providing financial and management information and advice to budget holders and managers		Application Form / Interview
Experience of composing reports, procedures and other documentation		Application Form / Interview
Experience of profiling and adjusting budgets		Application Form / Interview
	Experience of ORACLE systems	Interview
A competent knowledge of Microsoft Software Applications including Word, Excel, Outlook and Powerpoint		Interview
Experience of designing spreadsheets with pivot tables and lookup formulas for analysis and reporting		Application Form / Interview
Experience of developing and implementing efficient and effective working practices, providing a high level of customer service in line with audit requirements		Application Form / Interview
Experience of communicating across a wide spectrum of people both individuals and in groups internally and externally		Application Form / Interview
Experience of managing, motivating and developing teams to achieve business objectives		Application Form / Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves

the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

**Date last updated: Jan 2019**

## **Progression Arrangements for Accountant**

**(The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management if there is a demonstrable link to CPD)**

On Appointment	<p>Lower Level Management Accountant</p> <p>Part Qualified (CCAB / CIMA) or fully qualified AAT or equivalent HND qualification or ability to demonstrate experience in accounts at this level</p> <ul style="list-style-type: none"> <li>• Competence to manage finance staff</li> <li>• Competence to undertake original financial research or analysis work</li> <li>• Competence to produce financial accounting standard/non-standard documentation and management accounting reports</li> <li>• Competence in forecasting, profiling and accurate production of budgets</li> </ul>
LC 8	<p>Mid Level Accountant</p> <p>Part Qualified (CCAB / CIMA) Competence to act as implementation manager for financial policies and audits</p> <ul style="list-style-type: none"> <li>• Competence to deputise for / represent Senior Accountant / Head of Finance, Procurement &amp; Transactional Services at Headquarters meetings / projects</li> <li>• Competence in assisting Senior Accountant/ Head of Finance, Procurement and Transactional Services in Financial planning.</li> </ul>
LC 9	<p>Higher Level Accountant</p> <p>Fully Qualified (CCAB / CIMA)</p> <p>Full range of duties to achieve higher level</p> <ul style="list-style-type: none"> <li>• Provide an advisory and consultancy service to police and support staff managers on all aspects of finance</li> <li>• Performance management responsibility for financial statement monitoring, analysis and interpretation of costs</li> <li>• Problem solving internally and externally to develop cost effective and efficient financial services and systems</li> <li>• Financial management of corporate projects / initiatives to include strategic planning and budgetary control of expenditure</li> <li>• Deputise for / represent the Senior Accountant / Head of Finance, Procurement &amp; Transactional Services at corporate or inter agency meetings / projects</li> </ul>

**A satisfactory performance must be evidenced through CPD or external references**

***Appointments can be made into the role at all levels providing that the progression criteria are met.***

### **Note**

Assessable performance will be determined by the first line manager and evidence through CPD.

It is the post-holders responsibility to apply for progression arrangements by demonstrating that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements.