

Job Profile

Chief Accountant

Grade: Reward Band 3 Date created: November 2025

About the Job

To provide a comprehensive financial service and primary source of technical accounting advice to senior officers. Responsibility for maintenance and closure of accounts, and advising senior managers on complex financial issues. Responsibility for treasury management, VAT & tax advice, and financial policy. To use financial and organisational skills to ensure high quality, accurate and timely financial information and compliance with legislation and accounting standards.

Lead and manage a team of accountants and work closely with senior finance managers fully briefed on all key financial issues.

The organisation is expected to go through a significant Local Government Reorganisation (LGR) process in the medium-term, and the role will be instrumental in ensuring that policies, records and data are robust and appropriate for the new organisation or organisations.

This is what we need you to do...

- To work across organisational boundaries and lead any coordination and consolidation of financial statements in preparation, and beyond, for LGR in Gloucestershire.
- Provide significant technical leadership and direction, drawing from a wealth of knowledge and experience, particularly in respect of County Council financial policies and standards.
- Lead on co-ordination and production of the annual Statement of Accounts.
- To lead and co-ordinate the core financial processes to ensure effective financial management, use of resources and compliance with accounting principles, the Council's financial regulations and corporate financial framework.
- Responsibility for the systems of financial controls, driving standardisation and improvements.
- To be the main point of contact for the External Auditors and present to Audit and Scrutiny committee on Financial Statements
- Take the lead on producing information for statistical and government returns, and to liaise with Government Departments and external auditors on any associated issues.
- Appraise the implications of changes in government policy or accounting requirements on the finances of the County Council and advise senior managers accordingly.
- Lead the expertise on all financial accounting technical matters such as treasury management, VAT / tax issues, asset valuation and financial policies.
- Manage a team and ensure the effective running of that team through application of the council's policies and procedures.
- Deputise for Head of Financial Management or Director of Finance as appropriate.
- To contribute to the management and success of the Financial Management service, and to carry out other duties and responsibilities which may be required.
- As a member of the Finance Management Team:
 - Contribute to development and delivery of the Finance Service Plan
 - Be jointly accountable for the efficient and effective deployment of finance division resources to deliver all tasks allocated to the division.

- Share the responsibility for developing the skills & knowledge and maximising the potential of all staff within the finance division.

Monitoring and ongoing development of outcomes

- As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

Special Conditions

- Depending on deadlines there may be a need to work outside of normal office hours at peak times during the year. This may particularly apply to the post during the Financial Year closedown period.

The ideal candidate will have...

Experience

- Extensive technical knowledge of Local Government statutory accounts, treasury management and VAT / tax (in a Local Government context)
- Leadership and team management including experience of professional supervision of the work of others – particularly technical knowledge of financial statements
- Experience of providing complex financial advice to senior stakeholders
- Experience of working across organisational boundaries
- Relevant post qualification experience, in a complex organisation
- Influencing senior stakeholders (including elected members) over financial issues
- Previous experience of leading the production of final accounts and financial statements
- Communication with External Auditors

Knowledge, Skills and Understanding

- Strategic planning, in the context of financial policy development and organisational reorganisation and integration
- Strong communication skills (verbal and written)
- Creative thinking and organisational problem-solving
- Highly developed negotiating and influencing skills
- Managing workload and meeting deadlines
- A management style which builds buy in and trust
- Using financial skills to improve business decision-making and performance, incl. interpreting financial and non-financial data
- Good IT skills including modern reporting tools and techniques; comfortable with Sharepoint, Teams and related packages
- Drafting and critically examining reports for financial issues
- Specialist technical knowledge of financial accounting, and demonstrable approach to keeping up to date with changes in accounting regulations and guidance
- Familiar with use of computerised financial systems and spreadsheets to an advanced standard

Behavioural attributes

Demonstrates Gloucestershire Leadership Behaviours

- Self-aware
- Always open to learning – Growth mindset
- Builds on organisational and individual strengths
- Resilient
- Personal credibility to provide leadership to professionals and other senior people
- Able to make a personal impact and work effectively with people at all levels within and outside the Council, and able to build effective strategic relationships at the highest level
- Politically astute
- Able to respond to a changing pattern of demand at work including completing priorities, which can be unpredictable and unplanned

Education and Qualifications Essential

- Full CCAB qualification
- Member of relevant professional body
- Demonstrates Commitment to CPD

There are also a number of generic requirements that are applicable to all employees within the Council.

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

