



Senior Accountant - Community Wellbeing, Health & Care - Adult Social Care

Salary: Band: 10, £40,220 - £44,428 p.a. plus a Market Supplement payment of £2,741 p.a.

37 hours per week, hybrid working

Our council

Portsmouth, the Great Waterfront City, is a vibrant and exciting place to live and work, with a proud naval and maritime heritage. It is an island city with an "inner city" feel, a seaside location packed with attractions and events, and the advantage of fantastic countryside on its doorstep. With a fast-growing university, high-tech industries and a vibrant cultural scene, Portsmouth is a modern city that looks to the future, but which is proud of its unique heritage as the home of the Royal Navy and historic dockyard. With fast road and rail links to London, Brighton and major airports, and ferry links to Europe, it is the perfect place to live and work. Read more about working in Portsmouth [here](#).

We are an ambitious, progressive and innovative unitary council with a wide remit including a number of strategic partnerships across the Solent region with other council's and organisations.

As well as 27 days holiday each year, you'll also benefit from membership of the Local Government Pension Scheme, flexible working arrangements and the opportunity to take advantage of season ticket discounts.

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

As a Council, we work to shape our City and to deliver high quality, sustainable public services. We protect our vulnerable residents whilst at the same time capitalising on opportunities to improve the prosperity of all our residents by driving economic growth and job creation, investing in skills to equip our residents for employment and by enabling housing that people can afford.

What is the role?

This Financial Services team at Portsmouth City Council is committed to providing prompt and reliable information to the Council's Community Wellbeing, Health & Care Service Managers and NHS Partners.

The successful applicant will be part of the Adult Social Care and Public Health Finance Team; report to the Group Accountant and be responsible for the development and management of the team's Accounting Technicians.

The role will focus on providing specialist knowledge and expertise in order to assist in the city council's revenue and capital budget process, budget forecasting and monitoring processes and so advanced excel skills are therefore essential. The role will monitor and



manage the services' £20m Government and other Public Bodies' Grants ensuring that conditions have been met.

Who is the Person?

You need to:

1. Be CCAB qualified with post qualified experience and be able to demonstrate professional updating.
2. Be computer literate and proficient in the use of Word, Outlook and Powerpoint etc. You'll also need to be able to use financial information systems such as Oracle (Fusion) and Business Intelligence.
3. Have advanced spreadsheet skills, including using complex and large data sets, is essential.
4. Have proven experience in successfully developing and maintaining complex financial models.
5. Experience of Financial Accounting is desirable, however a keen interest and a willingness to learn is essential.
6. Have excellent communication skills and experience of advising senior officers and attending management teams and working groups on finance related issues.
7. Have experience of preparing budgets for a period of more than one year, preparing monthly budget monitoring reports, preparation of monthly accounts, financial monitoring and final annual accounts.
8. Have experience of appraising and evaluating the financial implications of projects and proposals using accounting techniques.
9. Have good organisational skills and be able to prioritise work and concentrate time on the most important matters to meet key deadlines.
10. Have experience of and skills needed to lead and manage people and projects.
11. Have a good knowledge and understanding of customer care, equalities and Health & Safety.
12. Be an effective team player with a positive outlook, willingness to learn and a flexible approach to work.
13. Have an open mind and an ability to apply new ideas to improve processes that benefit all stakeholders.
14. Knowledge of Local Government Finance would be desirable.

Additional information:

If you have any questions, or would like an informal discussion about the role, please email Emma Baxter - Emma.Baxter@portsmouthcc.gov.uk



How to apply: When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points in the profile with the use of examples from your experience and attach this as a cover letter in the Supporting Documents section. This is important, or you are likely not to be shortlisted. Please read alongside the 'How to apply' information on the careers page. **PLEASE DO NOT JUST SUBMIT A CV.**

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.