



Role Description and Employee Specification

Job Title:	Senior Accountant	Location:	Witney
Department:	Finance	Directorate:	Finance Services
Reports to:	Head of Finance	Working Hours:	37
Salary:	£50,000 - £53,500 per annum	Peer Group:	PGG14
Business World Post Number:	New Post	Job Group:	Level 3 Specialist
Contract Type:	Permanent	Direct Reports:	Accounting Technician Accounting Assistant Business Partner Accountant

Overall purpose of the Post:	To act as a senior member of the Finance team, ensuring that financial management across the council is robust, accurate, and supports strategic decision making. To support on key accounting processes including budget setting, financial reporting, monitoring, and closing of accounts. To provide expert advice and analysis to senior managers and elected members, ensuring compliance with financial regulations and delivery of value for money.
Key Tasks and Responsibilities:	• Support in the preparation, review and monitor budgets, forecasts and financial plans for various council services. • Produce accurate and timely quarterly management accounts, variance analysis and commentary for senior managers. • Lead the annual closedown process, ensuring that statutory accounts are prepared in accordance with relevant accounting standards (e.g. UK GAAP, CIPFA regulations). • Ensure compliance with financial regulations, local government accounting code of practice, audit requirements and other statutory duties. • Assist in the setting and monitoring of financial controls, ensuring good governance, risk management and internal control. • Provide financial advice and support to service leads, helping them understand financial implications of plans, projects or policy changes. • Identify cost savings, efficiencies, and opportunities to improve financial performance. • Lead, manage or mentor the accounting team; act as a point of escalation for complex accounting issues. • Work with external auditors and other stakeholders to facilitate audits, respond to queries and implement recommendations. • Support corporate projects requiring financial input (e.g. business cases, investment appraisals).

	Contribute to the development and improvement of financial systems and processes. The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.		
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	- Fully qualified accountant (ACCA / CIMA / CIPFA or equivalent) - Significant experience in Local Government accounting - Strong knowledge of local government finance legislation, statutory reporting requirements, audit regulations, and accounting standards. - Excellent analytical skills and financial modelling - High competency with financial software and systems; proficiency with Microsoft Excel (and possibly other reporting / BI tools). - Strong communication skills: able to explain financial information to non finance stakeholders (managers, elected members). - Leadership / mentoring skills: capacity to manage or coach more junior staff. - Problem solving mindset: proactive in identifying issues and recommending solutions. - Ability to work under pressure, meet deadlines, and manage multiple priorities. - Attention to detail, accuracy, and commitment to delivering high quality outputs. - Integrity and professionalism: adherence to ethical standards and confidentiality.		
Desirable Requirements Qualifications, Skills and Abilities:	Knowledge, understanding or experience of project management		
General Accountabilities:	- The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. - Work in compliance with the Codes of Conduct, Regulations and policies of the council. - To support the response to a major incident, including taking up a designated role within the emergency management framework. - To support the Chief Executive/Returning Officer in administering election responsibilities		
Special Conditions:	- You will be expected to work reasonable additional hours in line with the needs of the service. - There may be a requirement to work at other locations to meet the needs of the business. - Full UK Driving Licence. - Ability to travel / access to a vehicle for work purposes. - The nature of this role will require you to complete a Baseline - Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament. - Your role will require a Baseline Personnel Security Standard Check (BPSS)		
Date Reviewed:	September 2025	Reviewed By:	Georgina Dyer, Head of Finance
Checked by HRBP	Kathryn Dowell	Date of Issue:	September 2025

