

Job description



Job title:	Project Accountant		
Grade of job:	8		
Directorate:	Corporate & Commercial	Service:	Finance
Job purpose:	<p>To provide full and professional management and financial accounting services.</p> <p>Provide effective customer-focused accountancy support for the delivery of projects.</p> <p>Deliver timely financial advice to key stakeholders, with a focus on the key financial processes and planning.</p> <p>The post holder will be expected to work largely under their own supervision and initiative</p>		

Organisational structure

Depends on the project

Main responsibilities

Provide budgetary and financial advice to budget managers within agreed time limits and service standards with regards to the project, including advising on whether spend is revenue or capital.

To develop a good working relationship with, and to provide significant, guidance and advice to, budget managers to assist in the delivery of value for money in the respective services.

Liaise closely project leads and key stakeholders, reporting on any risks/opportunities that could impact the projects profitability.

To be proactive in the support given to Senior Management adhering to strict deadlines.

	Co-ordinate the preparation of budgets, including any related holding accounts whilst adhering to procedural deadlines.
	Contribute to project team meetings to provide financial guidance on current & developing issues and to report the current financial position of the project at any given time during the financial year.
	Analyse and review the financial aspects and implications of decision making reports prepared by Heads of Service and Directors for the Executive and make recommendations accordingly.
	Design & produce financial reports: <ul style="list-style-type: none"> • In order to ascertain current financial position. • To provide financial data required by Services in order for budgets to be effectively managed & controlled.
	Maintain an up-to-date knowledge of financial accounting and reporting standards in order to perform job requirements and support the Finance Management Team by undertaking research into, and examination of, financial aspects of new / proposed legislation.
	Liaise with other internal services (including Members) and outside agencies including Government Departments.
	Authorisation of financial transactions where necessary.

General requirements

Post holders will be expected to be flexible in their duties, including occasional evening and weekends, and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Duties and responsibilities must be carried out in accordance with relevant Norwich City Council policies and procedures, within legislation and any code of professional ethics of relevant professional body.

All employees are expected to maintain a high standard of customer care in the context of the Council's core values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in personal learning and development necessary to the post.