

Contact: Richard Wright  
Number: 020 7332 3721  
Fax: 020 7332 3091  
Email: [cru@cityoflondon.gov.uk](mailto:cru@cityoflondon.gov.uk)

Our reference:  
Your  
reference:  
Date: As postmark

Dear Applicant,

**RE:** Management Accountant

Thank you for expressing your interest in the above position. Please find enclosed:

- Application form
- Application guidance notes
- Job description
- Person specification
- Equal Opportunities Policy
- Equal Opportunities monitoring form
- Data Protection Act consent form
- Advertisement
- London Councils terms & conditions

Should you require any further information, please contact the above number.

The completed application form should be returned to me marked **strictly private and confidential LC698** at:

Corporate HR Unit  
City of London  
P O Box 270  
Guildhall  
London, EC2P 2EJ

The closing date for receipt of applications is **5.00pm on Monday 23 October 2017**

Interviews will be held on **Week commencing Monday 6 November 2017**

**Please note: If you do not hear from us within 2 weeks after the closing date, then assume that you have not been shortlisted on this occasion.**

Yours sincerely

*R Wright*

**Richard Wright**  
**HR Officer**  
Corporate HR Unit

## **JOB DESCRIPTION**

### **Post Number**

**Job Title:** Management Accountant

**Grade:** BAND D

**Responsible to :** Chief Accountant

**Responsible for:** Not applicable

### **Main purpose of job**

- To work closely with the Chief Accountant to manage the annual budgetary control and monitoring cycle and to provide an efficient and comprehensive budgetary control service to London Councils.
- To assist with the annual budget setting process, culminating in the production of the individual budgets for London Councils' three funding streams, in accordance with the London Councils' Agreement.
- To maintain and review London Councils' three-year rolling financial plan in accordance with strategic directives agreed by elected members.
- To maintain and develop London Councils' procurement policies and procedures ensuring compliance with procurement regulations and provide advice on procurement matters to Directorate staff.

### **Principal Accountabilities**

1. To provide and develop effective budgetary control over the activities of London Councils.
2. To assist with the compilation of the annual detailed revenue budget reports for each of the three funding streams of London Councils.
3. To assist with the preparation of London Councils' three-year rolling financial plan in accordance with strategic directives agreed by elected members.
4. To prepare monthly forecasts of projected salaries expenditure for the year, for review by the Chief Accountant and Director of Corporate Resources, before presentation to London Councils' Corporate Management Board.
5. To maintain computer files for budgetary control purposes and ensure that the data on file represents the detailed budget for the current and future financial years, after taking into account amendments to the original budget arising out of budget variations, virements and cost changes.

### **Guidance Notes for Applicants**

6. To compile detailed budget breakdowns from within approved budgets for the relevant sections within directorates, in consultation with Directors and relevant Heads of Service.
7. To prepare options on the annual levels of core subscriptions for each of the three funding streams of London Councils, for review by the Chief Accountant.
8. To monitor and research all relevant data to ensure that London Councils' budget reflects, in financial terms, current and projected demands for service and levels of output within the constraints imposed by legislation, funding constraints, London Councils Strategic Policy, including London Councils' annual Business Plan.
9. To assist with the preparation of the quarterly forecasts of overall projected income and expenditure for the year for each of the three funding streams.
10. To provide monthly financial information to Directorate staff from London Councils' accounting system.
11. To examine the monthly financial information, comparing actual income and expenditure against budgets, liaising with Directorate staff to provide explanations for significant variances from budgets, and recommending appropriate corrective action through curtailment of expenditure or budget substitutions.
12. To provide regular financial advice to Directorate Staff, ensuring that they are aware of the financial implications of proposed developments and advise them on all aspects of financial control.
13. To provide advice to all London Councils' staff on the application of London Councils' Financial Regulations, particularly in relation to procurement and tendering procedures.
14. To review and update London Councils' Procurement Toolkit to ensure compliance with the Public Contract Regulations (PCR) and best practice.
15. To draft financial implications paragraphs in committee reports for review by the Chief Accountant and Director of Corporate Resources.
16. To provide support and training to London Councils staff in respect of devolved budgetary control and other finance related areas.
17. To develop computerized financial information management statements to meet the requirements of Divisional Directors, and alternative forms of analysis including the requirements of devolved management responsibility for budgets. This includes regular liaison with the City of London to ensure that knowledge of the CBIS based accounting system is maintained.
18. To review London Councils' Financial Regulation on a regular basis, making recommendations for amendments as appropriate to the Chief Accountant.
19. To monitor the externally funded projects managed by London Councils, including the preparation of quarterly and year-end grant claims for review by the Chief Accountant prior to the final sign-off by the Director of Corporate Resources.

20. To maintain specific premises accounts for London Councils' tenants, ensuring that premises costs are recouped in a timely fashion.
21. To represent the Chief Accountant at inter-divisional working parties, meetings of divisional heads, outside bodies and agencies, management team meetings and Committee meetings, as required.
22. To attend to London Councils' external Auditors during the course of the annual final accounts audit, as required.
23. To support and assist the Chief Accountant and Director of Corporate Resources with the accounts closure process and ad-hoc requests as required.
24. To contribute to the development and monitoring of the Finance section's Service Charter and ensure service standards are delivered within own area of responsibility.

### **General**

25. To contribute to the development of London Councils' customer service standards and implement these standards within own area of responsibility.
26. To contribute to, support and comply with London Councils' equality and quality standards, and implement those standards within the areas of responsibility of the post.
27. To undertake relevant training activities that support continuous professional development.

### **Note:**

This job description may be subject to review in the light of changing circumstances. It is not intended to be rigid or inflexible but should be regarded as providing clarity in the accountabilities of the post-holder. Other accountabilities appropriate to the grade may be assigned from time to time.

## PERSON SPECIFICATION

**Post:** MANAGEMENT ACCOUNTANT  
**Division:** Corporate Resources  
**Grade:** Band D  
**Responsible for:** n/a

Listed below are the key requirements needed to undertake this job. These will inform the selection process. In addition, all jobs with London Councils require satisfactory work performance and a good attendance record together with good standards of conduct and personal behaviour. Evidence of these will be sought as part of the selection process.

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### Qualifications

1. Fully qualified member or finalist of CIPFA or a recognised CCAB accountancy body (including CIMA).

### Experience

2. Proven experience of preparing and monitoring of budgets within a complex medium or large organisation.
3. Proven experience of assisting budget holders understand and manage their budgets, prepare robust forecasts of outturn and identify corrective strategies to ensure results are contained with approved budgets.
4. Proven experience of identifying and evaluating the financial implications of strategic policy decisions.
5. Proven experience of managing a procurement exercise involving tendering processes, service/product specification development, operational, financial and risk assessments and contingency planning.
6. Proven experience of using spreadsheet software applications such as Excel to produce financial models to be used in decision making and high level statistical analysis.
7. Proven experience of establishing financial systems and procedures to ensure effective financial controls.
8. Proven ability of analysing and interpreting complex regulations, legislation and accounting standards being particularly aware of the implications for a local government body.
9. Proven experience in the preparation of reports for presentation to Chief Officers and Elected members.

10. Proven experience of using computer based accounting software systems such as Oracle.
11. Proven experience of dealing with external and internal auditors.
12. Experience of working in a Local Authority would be desirable.

### **Knowledge and skills**

13. Detailed knowledge of the CIPFA codes for local authority accounting and service reporting.
14. Detailed knowledge of public contract procurement regulations.
15. Expert working knowledge of Microsoft software applications including Excel, Word and Outlook.
16. Ability to analyse financial and statistical data and provide meaningful interpretation.
17. Ability to develop and apply innovative solutions to improve working practices, service delivery and respond positively to changing circumstances.
18. Ability to provide technical accounting advice to non-finance colleagues.
19. Ability to communicate effectively both orally and in writing, tailoring the delivery of advice and information to the audience.
20. Ability to manage conflicting priorities and meet tight deadlines in a busy and fast changing environment.
21. Ability to develop effective working relationships with colleagues and stakeholders and work as part of a team.
22. A willingness to take on new challenges and a commitment to continuous professional development.

### **Contractual obligations**

23. Strong personal commitment to London Councils' Equal Opportunities Policy.
24. A duty to behave in a way that reflects well on London Councils, working at all times within the law and according to London Councils policies, procedures and regulations, including the Data Protection Act;

A flexi-time system is worked. Evening and out-of-hours working may be required on occasions and there is a requirement for adequate staff cover on the finance section during normal working hours i.e. 9:00 to 17:00 hours

## Job Advert

### Management Accountant

**Starting Salary £40,857 per annum (rising to £47,290)**

**Job Reference: LC698**

An opportunity has arisen for a Management Accountant within London Councils' operational finance team. The role is part of a dynamic team responsible for providing a comprehensive financial management service. Reporting to the Chief Accountant, the post holder will play a major role in the budget setting, control and monitoring cycle and provide advice on the financial implications of management decisions. The post holder will also advise on procurement procedures and regulations.

To be considered for this role, you will be a fully qualified member or finalist of CIPFA or another recognised CCAB/CIMA accountancy body. You should have proven experience of preparing and monitoring budgets within a complex medium or large organisation and support budget holders manage their budgets effectively. You should have proven experience of managing a procurement exercise involving tendering processes, service/product specification development, operational, financial and risk assessments and contingency planning. You should also have the ability to establish effective working relationships with colleagues and key stakeholders.

The finance team is responsible for all aspects of London Councils' operational finances including the overall monitoring of an annual budget of £388 million. The team's main responsibilities include the annual budget setting process, the annual financial accounts closedown process, debtor and income collection, creditor payments, budget monitoring, payroll and salary forecasts, providing advice on financial and procurement matters, performing system reconciliations and liaising with external and internal auditors.

London Councils represents the 32 boroughs and the City of London. We aim to get the best deal for Londoners and to ensure that London's councils have the resources, freedoms and powers to do the best possible job for their residents and local businesses.

We also run a number of services on behalf of the boroughs including the Freedom Pass, Taxicard and Health Emergency Badge.

**An information pack and application form can be obtained via the following means:**  
(please ensure you quote the correct reference number when applying for the post).

**Email:** [cru@cityoflondon.gov.uk](mailto:cru@cityoflondon.gov.uk)

**Website:** <http://www.londoncouncils.gov.uk>. The entire recruitment pack can be downloaded from the website

**Telephone:** 020 7332 3978 (24hr answerphone) minicom service for the hearing impaired is available on **020 7332 3732**

**Closing date for applications:** **Monday 23rd October 2017**

**Interview Date:** **w/c 6<sup>th</sup> November 2017**

As a Disability Confident Employer, London Councils will interview all disabled applicants who meet the minimum criteria for the post

## *GUIDANCE NOTES FOR APPLICANTS*

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application, please read the following notes. We hope you find them helpful. **Please do not send us a CV** (curriculum vitae or career summary), as we will not be able to consider it.

The application form plays a crucial part in the selection process, both in deciding whether you will be shortlisted or not, and at the interview itself.

It is vital that you complete this form as fully and accurately as possible, whether you are already working for the London Councils or not. The following advice is designed to help you, particularly if you do not have experience of filling in application forms. All information you write is confidential. Write or type out the application form in black ink. All applications are photocopied and other colours may not copy well. Read the advertisement, job description, person specification and any further details carefully.

**THE JOB DESCRIPTION** and any other details tell you what tasks the successful person will have to do, and how the job fits in with other employees.

**THE PERSON SPECIFICATION** is the most important document, which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria', which we use to make appointments.

**DISABLED PEOPLE-** The Disability Discrimination Act defines "disability" as 'a physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities'.

If you have an impairment, which prevents you from meeting any of the criteria, please tell us about this in your application. Please tell us what we can do to help you meet the criteria.

If you need information in a different format please contact the person in the covering letter. If you are a disabled applicant and meet the minimum criteria for the job you will be offered an invitation to attend the interview.



## **COMPLETING THE APPLICATION FORM**

Fill in all sections of the form - you do not have to fill up all the space given. Make sure you are clear and read it through carefully to check for any mistakes. Return to the address shown at the back of the application form.

### **PERSONAL DETAILS: PART A**

Make sure that you complete this fully using block letters.

### **REFEREES: PART B**

Make sure that you complete this fully using block letters. All candidates - your employment record will be confirmed with your current or most recent employer, and similarly internal candidates must provide the name of a supervisor or manager most closely involved in your present work. School leavers will have a recommendation from their head of school, or head of an educational or training establishment, which will be appropriate for this section of the application form.

People who have not been in paid employment for a long time should tick the appropriate box.

### **EDUCATION AND PROFESSIONAL QUALIFICATIONS: PART C**

Make sure you give all the information needed, including dates. Make clear the level of your examinations e.g. GCSE, GCE'O' Level or 'A' Level etc. and the grades you obtained. Also include here any courses, qualifications and special skills training you have had which is relevant to this job application.

### **EMPLOYMENT: PART D & E**

Write here the names and addresses of your present and past employers and the dates that they employed you along with brief details of your main duties. This section should include any part-time or temporary jobs as well as period of non-employment, unpaid voluntary work and study.

### **EXPERIENCE: PART F**

This is the most important section. It is a good idea to write down all your ideas in a draft on a separate sheet of paper, before completing this section of the application form. You should state why you want to join London Councils in this post, and write why you are a good candidate. Think carefully about why you are suitable for the post. Relate your skills, knowledge and experience to the duties of the post as fully as possible. It is recommended that you address each criteria in the person specification point by point, providing examples where possible. Take into consideration any paid or unpaid work you have done in the past and any work you are doing now. Do not forget to include any relevant voluntary or community work, leisure interests, and relevant non work experience, including skills acquired in running a home and/or organising a family if this has been a major part of your experience. You may find it helpful to discuss the contents of this section with a friend. You can continue on a separate sheet of paper if necessary.

**OTHER INFORMATION (relatives/other interests, criminal records and criminal convictions, work permit and residency, disabilities and declaration)**

All of these sections should be completed and the declaration form signed.

## **EQUAL OPPORTUNITIES**

The London Councils actively supports ensuring that everyone who applies to work for us receives fair treatment. We aim to reduce the possibility of unfair discrimination occurring.

To help us achieve the aim we ask you to complete the monitoring form. We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that you will be helping us to help you receive fair treatment with your application when you complete this form.

The equal monitoring section will be separated from your application form and will not be shown to the shortlisting panel to ensure that none of the information that you have provided is used in the selection decision. The information that you provide will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

### **DATA PROTECTION ACT 1998**

For your application form to be accepted the sensitive personal data consent form has to be completed and submitted via email or post with your completed application form.

# **EQUAL OPPORTUNITIES POLICY**

## **Purpose of Policy**

To ensure that equality and diversity issues are positively and fully incorporated in all aspects of the London Councils' work. To ensure that all employees demonstrate respect and fairness to their colleagues, the public with whom they come into contact, and the people of London for whose benefit they work. To ensure that the organisation is able to recruit and retain the best staff and celebrate the benefits of diversity on an individual and group level.

## **Guiding Principles**

The London Councils expects all employees to positively promote the letter and spirit of this policy in all aspects of their work and their dealings with people, both internally and externally. It is expected that these principles will be integral to all the London Councils' work from inception to implementation.

## **Content of policy/procedure**

The London Councils has made the following statement about its vision for the future:

"The London Councils will make a positive difference to the lives and future of all Londoners. We will work with others to maintain London as a world-class city. We will be the recognised voice in support of local government in London. We will fight to maintain, and where possible increase, London's share of resources."

In order to translate this vision into reality, the London Councils needs an equal opportunities policy that ensures that equality and diversity issues are positively and fully incorporated in all aspects of its work. One of its key objectives is to be open and accountable, with a commitment to equality of opportunity in all that it does, and to reflect the cultural and ethnic diversity of London.

## **Policy Statement**

The London Councils is committed to ensuring that all employees demonstrate respect and fairness to their colleagues, the public with whom they come into contact, and the people of London for whose benefit they work.

It is committed to the elimination of institutional racism and other forms of institutional discrimination.

The London Councils will continually strive to challenge direct and indirect discrimination in its organisation, personnel practices and provision of services, and celebrates the benefits of diversity on an individual and group level.

The London Councils has an equal opportunities policy that recognises that London is a diverse community, and values each person regardless of race, gender, disability, sexuality, religion, marital status, social background or age.

## **The London Councils aims to:**

- Ensure fair and equal recruitment to its jobs
- Ensure fair and equal treatment of its employees and customers
- Develop a culture and working environment free from discrimination and harassment
- Act promptly on any complaints of discrimination and harassment
- Provide a safe, secure and accessible working environment which values and respects individual's identities and cultures
- Develop a culture which allows the growth of networks for different groups of staff
- Have a workforce that reflects the diversity of London's population
- Encourage and help all staff to reach their full potential
- Monitor and review all policies and procedures from an equalities perspective.

These principles will guide and inform the development of all other employment policies, and the provision of the London Councils' services and work programmes.

## **Implementation**

It is important that a commitment to Equal Opportunities underlies the structure of London Councils and the provision of its services. The Management Team will play a key role in ensuring that the policy is implemented within the organisation and in its links with outside agencies and constituent authorities.

The Management Team members will review and monitor practices within their spheres of responsibility. It is however the responsibility of all staff to carry out their duties in accordance with the Equal Opportunities Policy at all times.

The Management Team will work together to develop plans for ongoing implementation, monitoring and review of the policy.

Human Resources will specifically ensure that the operation of policies and procedures in practice are monitored and reviewed in the light of any concerns about potential discriminatory impact.

# GUIDANCE NOTES – DISABILITY MONITORING

We would like to know a number of details about the people who apply for jobs at the London Councils for monitoring purposes, this is to ensure that disabled people and people who are from ethnic minority backgrounds are employed at all levels throughout the London Councils.

The London Councils actively supports ensuring that everyone who applies to work for us receives fair treatment. We aim to reduce the possibility of unfair discrimination occurring. To help us achieve this aim we ask you to complete the equal opportunities monitoring form provided. We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that you will be helping us to ensure fair treatment is received regarding your application when you complete the equal opportunities monitoring form.

The equal opportunities monitoring form will be detached from your application form and will not be shown to the shortlisting panel to ensure that none of the information that you have provided is used in the selection decision. The information you provide in the equal opportunities monitoring form will be strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

The person specification document lists the attributes needed to conduct the job effectively. If you have an impairment which prevents you from meeting any of the criteria please tell us about this in your application. Please contact the person on the cover letter if you need help in order to fill out the application form or please indicate what we can do to help you meet the criteria. If you meet all of the essential requirements of the job you will be offered an invitation to attend an interview.

The Disability Discrimination Act (DDA) 1995 defines “disability” as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”. Long-term means the impairment must last for 12 months, or is likely to last for more than 12 months. Included in this definition is where the following is adversely affected:

- Mobility
- Manual dexterity
- Physical co-ordination
- Severe facial disfigurement
- Physical impairments e.g. asthma, epilepsy etc
- Mental impairments such as memory and ability to concentrate, understand or learn
- Progressive conditions such as cancer, HIV infection etc
- Understanding of the risk of physical danger

According to the Disability Rights Commission (DRC), “reasonable adjustments are changes made to working policies and practices and to the physical features of the premises, where they are substantially disadvantaging disabled people”.

There are many examples of reasonable adjustments, these include:

- Making adjustments to the employee’s place of work
- Making adjustments to policies and practices
- Making adjustments to the actual duties expected to be carried out by the employee
- Flexible working hours

- Providing training
- Modifying manuals and learning instructions so they are understandable and accessible

As everyone is different there are no strict and rigid rules regarding reasonable adjustments. If an adjustment is not adequately made for an employee under the DDA guidelines then an employment tribunal can be used to decide whether the adjustment was reasonable or not.

Please provide details in the application form of any requirements that we need to be aware of and make provision for specifically because of a disability or impairment to assist you at an interview or in employment. Please contact the person on the covering letter if you need a reasonable adjustment made so we can discuss and try to accommodate the requirements indicated. If you need help in filling out the application form or need information in a different format please contact the person on the covering letter. Please note, if you are a disabled applicant and meet all of the requirements of the job you will be offered an invitation to attend an interview.

# ADDITIONAL INFORMATION ON TERMS AND CONDITIONS

## **FLEXI-TIME SCHEME**

The London Councils' full-time employees are required to work 35 hours per week. Under the flexi-time scheme the day can be broken down as follows:

Core hours (must be worked)	10.00 to 12.00 14.00 to 16.00
Flexi-time	08.00 to 10.00 12.00 to 14.00 16.00 to 19.00

## **HOLIDAY ENTITLEMENT**

Your entitlement will be determined by reference to your continuous local government service, on the following basis:

0-4 years continuous service	26 days
5-9 years continuous service	29 days
10 year + continuous service	30 days

Additional days are also granted to enable the London Councils to close down between 25 December and 1 January. Full-time and part-time staff will be treated equally and all entitlements will be given on a pro rata basis.

## **PAY**

Employees are paid on the 11<sup>th</sup> of each month unless the 11<sup>th</sup> falls on a Saturday or Sunday when employees are paid on the Friday before. Where applicable, employees will receive an incremental increase on 1<sup>st</sup> April.

## **PENSION SCHEME**

You will be enrolled into the Local Government pension scheme (LGPS) with effect from your first day of employment.

We will contribute to the LGPS on your behalf, with our employer contribution to the scheme being determined at each triennial valuation of the pension fund by the funds appointed actuary.

Employee contributions are tiered based on actual pensionable pay as set out in the table below (2014/15).

Annual Pensionable Pay	Pension Contribution
Up to £13,600	5.5%
£13,601 to £21,200	5.8%

£21,201 to £34,400	6.5%
£34,401 to £43,500	6.8%
£43,501 to £60,700	8.5%
£60,701 to £86,000	9.9%
£86,001 to £101,200	10.5%
£101,201 to £151,800	11.4%
More than £151,800	12.5%

NB - These bands are periodically reviewed.

Your contributions will be deducted from the pensionable pay paid to you each pay period. You will receive tax relief on those contributions, and on any extra contributions you choose to make.

London Councils is an 'admitted body' to the London Pensions Fund Authority, (<http://www.lpfa.org.uk>).

### **PROBATION**

All employees are required to serve a six-month probation period before an appointment is confirmed.

For employees on a fixed term contract of 6 months or less, the probation period will be to the end date of the fixed term contract.