



## ROLE DESCRIPTION

<b>Job Title</b>	Technical Accountant
<b>Salary Band</b>	37-40
<b>Reporting to</b>	Senior Finance Manager - Technical
<b>Directorate</b>	Corporate
<b>Service Area and sub area</b>	Finance
<b>Team</b>	Technical Accounts Team
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<ul style="list-style-type: none"> <li>To work within a team of accountants in the delivery of a comprehensive technical accounting service to both Merseytravel and Liverpool City Region Combined Authority (LCRCA).</li> </ul>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>To take responsibility for specific areas of technical accounting processes for Merseytravel and LCRCA ensuring a high quality, reliable service is provided at all times</li> <li>To provide relevant statutory financial information and to support co-ordination of all relevant external financial claims and returns, including RO, RA, WGA, CIPFA statistics and returns.</li> <li>Support the provision of a comprehensive financial management service, including budget planning and reporting, advice on implications of service development proposals and statutory changes. Provide comprehensive financial advice to senior managers.</li> <li>To act as a finance contact and representative on internal working groups across both organisations.</li> <li>To provide financial training and advice as required.</li> <li>To support the implementation of new ways of working aimed at improving the efficiency of the Finance function</li> <li>To deputise for the Strategic Financial Manager - Technical in his/ her absence.</li> <li>Lead, develop and enhance financial management procedures and financial systems used by Merseytravel and LCRCA.</li> </ul>



- Keep up to date with any legislative and accounting change including consultation and proposed changes in legislation. Maintain professional awareness and attend seminars, courses or training sessions as may be required from time to time.
- To support the closure of accounts process and preparation of the Statement of Accounts in accordance with all prescribed accounting and legislative requirements, arrange for the proper audit of those statements for both Merseytravel and LCRCA.
- To specify, maintain and develop necessary accounting, payments and receivables systems to support the effective operation of the section.
- Due to the nature of the role the post holder will be expected to deliver on ad hoc tasks as requested and any other duties commensurate with the grade.

### **3. General Corporate Responsibilities**

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Technical Accountant

<b>Criteria</b>		
<b>Qualifications and Training</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
1. Relevant Degree or Equivalent	<b>D</b>	<b>A</b>
2. CCAB/CIMA Qualified Accountant	<b>E</b>	<b>A</b>
3. Evidence and Commitment to continuous personal and professional development	<b>D</b>	<b>A/I</b>

<b>Experience and knowledge</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
4. A detailed knowledge of local authority finances	<b>E</b>	<b>A/I</b>
5. An awareness if the aims and objectives of the Liverpool City region Combined Authority, its devolution agreement and its structures and relationships with constituent Local Authorities	<b>E</b>	<b>A/I</b>
6. Strong technical accounting acumen with a detailed understanding of the applicability of relevant accounting standards and conventions	<b>E</b>	<b>A/I</b>
7. Significant experience of the statutory closure process and managing the audit process	<b>E</b>	<b>A/I</b>
8. Knowledge of the local authority accounting code of practice.	<b>D</b>	<b>A/I</b>
9. Experience of interpreting and applying financial reporting standards	<b>E</b>	<b>A/I</b>
10. A strong track record of working to a senior level within a complex organisation and a clear understanding of the challenges and opportunities arising from working within a publicly accountable organisation.	<b>E</b>	<b>A/I</b>
11. A proven track record in developing and implementing systems.	<b>D</b>	<b>A/I</b>
12. A demonstrable track record of working with and influencing senior members of multi disciplinary teams.	<b>E</b>	<b>A/I</b>



<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
13. Excellent written and verbal communication skills	<b>E</b>	<b>A/I</b>
14. Ability to plan, prioritise and organise own workload, and to work to tight deadlines	<b>E</b>	<b>A/I</b>
15. Ability to work constructively with and challenge internal and external stakeholders.	<b>E</b>	<b>A/I</b>
16. Excellent financial management and analytical skills.	<b>E</b>	<b>A/I</b>
17. Ability to work through problems, evaluate options and risks and offer practical solutions.	<b>E</b>	<b>A/I</b>
18. Confident use and aptitude in the use of information technology.	<b>E</b>	<b>A/I</b>
19. Extensive experience of use and interrogation of financial ledgers, ideally Agresso	<b>E</b>	<b>A/I</b>
20. Experience of managing and leading a team.	<b>D</b>	<b>A/I</b>
21. Effective decision making skills	<b>E</b>	<b>A/I</b>
22. An ability to plan ahead, to challenge processes and reports and to continually improve standards	<b>E</b>	<b>A/I</b>
23. Ability to work to strict deadlines with limited direction and remain calm under pressure.	<b>E</b>	<b>A/I</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
24. Flexible approach to working hours and willingness to work flexibly as and when required	<b>E</b>	<b>A/I</b>
25. Evidence of quality time management and organisation skills	<b>E</b>	<b>A/I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
26. Understanding of equal opportunities.	<b>D</b>	<b>A/I</b>

**Key to Assessment Methods:**

I – Interview	A - Application
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