

**HERTFORDSHIRE****CONSTABULARY****ROLE PROFILE**

Role Title:	Principal Accountant
Department/Unit:	Finance Department
Rank/Grade:	A6 (supervisory)
Reporting to:	Chief Accountant
CVF Level	Level 2 - Supervisor/middle manager
Main purpose of the role:	<ul style="list-style-type: none">• Ensure all aspects of Hertfordshire's management and financial accounting are undertaken efficient and effectively.• To proactively support information requests from the Finance Business Partner team. Lead and Develop the Accountancy team.• Lead on production, monitoring and closing of the revenue budget and capital programme. <p>To contribute to achieving the vision, purpose, and values of Hertfordshire Constabulary.</p>

Key Responsibilities

- Revenue Budget - Preparation of detailed revenue budget including system upload and budget book. Maintain budgets on system including accurate profiling, forecasts and virements. Support the corporate budget monitoring.
- Capital Programme – including production of the capital programme to reflect organisations demands and available funding, and monthly monitoring and reporting.
- Statement of Accountants and External Audit. Support the Chief Accountant in ensuring the completeness of revenue and capital transactions and their impact on the balance sheet to achieve unqualified accounts are published within the statutory timescale.
- Balance Sheet Management – proactive monthly review and reporting. Includes initiation of corrective action where necessary.
- Lead, manage and develop staff within the Accountancy team.
- Actively participate in the wider financial processes of the Constabulary.



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These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.

Financial e.g., Limits/Mandates	Non-Financial e.g., Staff Responsibility
<ul style="list-style-type: none">Indirect budget of circa £250m (revenue) and £20m (capital)	<ul style="list-style-type: none">Line management responsibility for staff and/or officers

Entry Requirements
<ul style="list-style-type: none">The role requires the post holder be a qualified accountant, either CIPFA, ACA, ACCA or CIMA.Experience in undertaking a Management Accountant role.Ability to demonstrate a range of soft skills including – Project Management, Presentations, Relationship building, Negotiation, Influencing, Facilitation and conflict resolution.Strong analytical skills both financial and non-financial.The ability to see the value in the information you provide and to inspire others to make use of it.

Psychological Assessment	Not applicable
Tenure	Not applicable
Homeworking or Agile Working	Not applicable
Vetting Level	MV



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Any other General Requirements/Scope

- The post holder will be required to travel to different locations across Bedfordshire, Cambridgeshire, Hertfordshire, and nationally for meetings/training events.
- The post holder will be required to work from different locations across Bedfordshire, Cambridgeshire, Hertfordshire, nationally.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder may be required to work additional hours.
- The post holder may be required to be part of an on-call rota.
- Vetting is required, as advised by the Vetting Unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- If required, following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.