

One Council, One Borough.

Achievement

**Empowering and
enabling our staff**

Working Together

**Performing well and
getting things done**

People First

Shared Goals

Job Title: Principal Accountant/ Supervisor	Grade: 12
Directorate: Chief Executive	Date of Issue: October 2025

Main Purpose of Job:

To actively and effectively contribute to the day to day operation of the council's Financial Management Service in accordance with the council's decisions, Scheme of Delegation, Standing Orders and Financial Regulations, and operational policies and procedures, and to contribute to the Financial Management Service in accordance with the policies, practices, priorities and standards set by the council.

To contribute to the delivery of a high quality, customer focussed, cost effective service, providing services with clear advice and financial information.

To contribute to transformational change, encouraging and supporting innovation, learning and improvement in all areas of the council's activities.

To support the on-going development and promotion of a positive corporate culture which reflects the vision and values of the council.

To contribute towards the preparation of policies and strategies, in partnership with other agencies/organisations as appropriate, to improve the social, economic and environmental well-being of the Borough's residents.

Main Tasks/Duties/Responsibilities

1. To deputise for the Finance Manager as required including in respect of staff supervision on an ongoing basis in the absence of the Finance Manager.
2. To supervise and manage the day-to-day operation of the Finance Service, including the supervision of staff and the development and analysis of accountancy performance indicators and benchmarking data.
3. To effectively co-ordinate and supervise the completion of regular major tasks including estimates, budgetary control, financial reporting, financial returns and claims and the compilation and publication of financial accounts and where required to carry out elements of these tasks including liaison with external bodies.
4. To co-ordinate and, where appropriate, carry out the preparation of revenue and collection fund estimates and projections, to monitor actual expenditure/income with comparisons to budgets and to initiate action necessary in respect of variances.
5. To analyse, develop and implement commercial strategies aiming to generate additional income revenue streams to the Council, including the creation of detailed business plans on commercial opportunities.
6. To develop, operate, update and document all financial and other applications and processes, both computerised and manual, in relation to Finance services and other purposes, and give training and advice to all users of the applications or processes. Also to participate in the assessment of the suitability of proposed new financial and other ICT applications in relation to Finance and other services, and the procurement processes in respect of such applications.
7. To deal, on behalf of the Service Director for Finance, with all matters relating to the Council's role in partnerships, especially where the Council acts as the accountable body, including the preparation, collation, authorising and monitoring of grants and other payments to the various projects which arise from partnership activities with the Council.
8. To deal with all aspects of accounting for capital expenditure, income and assets.
9. To liaise with the Council's bank in matters relating to the services provided and in respect of the banking system.
10. To participate in the formulation of Corporate, Departmental and Finance policies, strategies and procedures.
11. To attend Committee, Working Party and other meetings when appropriate, and to represent the Service Director for Finance, Finance Manager or the Council at such meetings.
12. To compile reports, briefing notes and similar documents for Members, Service Directors and Business Managers.
13. To maintain the Business Continuity Plan for the Finance Service.
14. To advise, train and consult with members of staff within Finance and other Services and with Council Members and external agencies as required, including advice and interpretation in relation to financial regulations/standing orders and the development of appropriate practices and procedures.
15. To supervise the financial administration of charities for which the Council acts as trustee or in a similar capacity, including arranging payments and the production of accounts and returns to the Charity Commission.

16. To make a positive contribution to the future development of the Finance Service and meet the challenge of changing financial legislation and practice.
17. To supervise and, where necessary, carry out the operation of the Council's Treasury Management functions, including liaison with the Council's bankers in relation to banking services provided, borrowing and investments, including liaison with investment managers, leasing advice and administration and participation in the procurement of such services.
18. To fulfil all reasonable Finance objectives/tasks as assigned by the Finance Manager and constantly monitor progress and performance against such objectives.
19. To compile financial returns, statements, grant claims and questionnaires for central government and other bodies.
20. To certify invoices and CHAPS transactions as required, sign/authorise cheques in the absence of the Finance Manager, authorise creditors payment runs and update the Financial Information System, and transmit payments data via the electronic banking system.
21. To operate and advise on lease administration.

Occasional Duties

1. To contribute to the Council's medium term financial strategy.
2. To compile Council Tax setting data and Council resolution, and to collate data for the Council Tax leaflet.
3. To undertake "one-off" investigations, special projects and financial appraisals.
4. To complete tendering procedures for banking services, investment managers and leasing brokers etc.
5. To document and update service processes and procedures.
6. To conduct Employee Development and Return to Work interviews for Finance staff.
7. To participate in staff recruitment interviews and selection processes for the Finance service.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.

6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

PERSON SPECIFICATION

Finance Manager and Deputy S151 Officer

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE
FORMAL ACADEMIC QUALIFICATION	Professional qualification as related to specific service area supported by significant relevant operational experience	X	
	Post Graduate qualification in relevant discipline		X
	Senior level membership of Finance professional body	X	
	A management qualification or completion of a recognised management development programme.		X
RELEVANT EXPERIENCE	Experience and awareness of issues, including new legislation which may have an impact on Newcastle Borough Council		X
	Track record of contributing to budget setting (revenue, capital and collection fund) that support high quality, value for money and cost effective integrated services	X	
	Experience of monitoring budgets (revenue, capital and collection fund) and liaison with budget holders.	X	
	Experience of working collaboratively and with internal and external partners	X	
	Ability to instil a sense of purpose, clarity and unity within teams	X	
	Ability to supervise and support people to achieve their capability through positive, collaborative and compassionate management	X	

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE
	Ability to give and receive constructive professional challenge in order to drive forward performance and positivity	X	
	Role model of principles of inclusivity. Celebrate the influence and vitality of diversity and challenge / educate where this is not modelled by others.	X	
TECHNICAL COMPETENCE	Broad corporate governance knowledge including compliance and risk management	X	
	Well-developed technical and professional knowledge of local government and the context in which it operates including regulatory and governance requirements and understanding of national policies, statutory requirements, relevant frameworks and accountabilities.	X	
	Ability to influence on an operational level.	X	
	Knowledge of local government finances and the ability to interpret legislation to deliver strategies and policies for the directorate and the Council.	X	
	Up to date and relevant knowledge of Finance best practice.	X	
SPECIAL CONDITIONS	To be able to work evening and weekends when the work demands, in order to meet statutory deadlines	X	
HEALTH AND SAFETY	Achievement or willing to achieve IOSH Leading Safely and to take a corporate role in ensuring compliance and best practice	X	
VALUES	Ensure own understanding of our values and support them to be understood and embedded across the organisation	X	