

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Commercial Accountant	Location:	Witney based - Woodgreen
Job group:	Specialist - Level 3	Peer group no:	PG-G4
Reports to:	Debra Goodall	Working hours:	37
Business World Post number:	880001065	Line management responsibility:	No
		Direct Reports:	n/a
FTE Salary pro rata:	£45,000	Contract type:	Fixed term contract - 18 months
		Further detail:	n/a
Main purpose of this specific role:	<ul style="list-style-type: none"> • To manage grant funding within the business keeping track of balances, allocations, expiry dates and terms and conditions. • To work with existing officers within the business to draft and submit applications for external grant funding. Preparing and validating business cases for grants to ensure that no costs are omitted and that any cost implications on the Council are evaluated and agreed appropriately. • To provide first review and challenge of proposals raised by officers across Publica, guiding the development of viable options through to submission. • To assist the Investment Appraisal Manager and S151 Officer as required. • To provide commercial support to specialists across the organisation. • To ensure that all business cases are accurate, complete and robust, minimising the risk to WODC of unforeseen costs and liabilities. • To ensure that funding bids meet the requirements of the funding body to give the greatest chance of success. • To prioritise workload with a high degree of autonomy to ensure submissions are timely but comprehensive. • To report regularly on the status of potential funding and submissions in progress. 		

	<ul style="list-style-type: none"> • To assist the Investment Appraisal Manager and S151 Officer as required. • To establish and maintain relationships with partners of all sectors at a senior level. • To evaluate potential projects against West Oxfordshire District Council's priorities. • To model outcomes from potential projects to allow initiatives to be evaluated and confidently presented to the relevant decision making forums within the Council.
Essential qualifications/skills/ experience specific to this role:	<ul style="list-style-type: none"> • Accounting qualification (ACMA / ICAEW / ACCA) • Min 5 years post qualification experience • Excellent excel skills • Experience in modelling business cases and evaluating the financial implications of initiatives • Confident communication with both internal stakeholders and external partners • Experience of reporting to board level with strong presentation and report writing skills. • The ability to constructively challenge projected costs and income to ensure that the Council isn't exposed to unnecessary risk • Expertise in building complete and robust business cases that can withstand scrutiny • Good understanding of general operational finance
	Level 3 Specialist Job Profile:
Level 3 Specialist Generic Purpose:	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • To be a trusted expert in providing guidance within the area of specialism and actively contribute to the direction of Publica • Contribute to the shaping of policy, influencing industry bodies, clients and colleagues to achieve long term business plan objectives of Publica • Maintain a broad awareness of issues affecting the public sector

<p>Level 3 Specialist Generic Responsibilities:</p>	<ol style="list-style-type: none"> 1. Act as the professional expert in the service area and liaison between customers, suppliers and colleagues for mutual benefit with a view to developing good working relationships 2. Develop and implement tactical delivery plans that directly link into Publica's business plan 3. Manage a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard 4. Make recommendations related to the area of specialism to improve Publica's effectiveness and efficiency in delivering services 5. Develop and build relationships with stakeholders, influence others and collaborate with other functions and external bodies 6. Implement and maintain an understanding of appropriate legislation, policy, procedure, business requirements and guidelines 7. Find solutions to non routine and often complex situations 8. Plan and monitor own workload, inputting and influencing other functions to meet deadlines 9. Mentor and train colleagues 10. Carry out duties with discretion, integrity and maintain confidentiality 11. Input into and support improving the key performance indicators 12. Undertake any other duties as reasonably required to do so
<p>General Accountabilities:</p>	<ul style="list-style-type: none"> ● The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment ● Work in compliance with the Codes of Conduct, Regulations and policies of Publica ● To support the response to a major incident, including taking up a designated role within the emergency management framework
<p>Essential Requirements, Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> ● Educated to degree level or equivalent in a relevant profession ● Five years experience in the relevant field ● Relevant professional membership/qualification of governing body ● Ability to facilitate and manage ongoing change ● Ability to resolve complex issues and complaints by negotiation ● Ability to remain calm and confident when dealing with challenging customers and environments ● Ability to inspire and successfully motivate others towards shared objectives ● Ensure all relevant customer and company information is captured and recorded accurately ● Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes ● Demonstrate commitment and resilience to succeed ● Ability to work independently under pressure and within tight deadlines

	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Proven track record of working in a public sector or similar environment • Knowledge, understanding or experience of project management
Special Conditions:	<ul style="list-style-type: none"> • There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business • You will be expected to work reasonable additional hours in line with the needs of the service • Ability to travel
Date reviewed:	21/12/2021
Reviewed by:	Elizabeth Griffiths
Manager job title:	Chief Finance Officer
Date of issue:	21/12/2021