



Accountant - Housing, Neighbourhood and Building Services. Housing Revenue Account

Salary: Band: 9, £39,151 - £42,838 p.a.

37 hours per week

Office attendance is required minimum 2-days a week, currently Monday and Thursday although, this remains flexible, subject to business needs

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

What is the role?

The Financial Services team at Portsmouth City Council is committed to providing prompt and reliable management information to the Council's service managers, supporting strategic decision making and helping to identify risks, challenges and opportunities. But we want to do more than that. We want to change how people think about finance.

The Housing, Neighbourhood and Building Services Directorate is delivering a diverse range of front-line services, including waste management, building maintenance and housing services. The directorate's financial context is complex with oversight of general fund budgets and grants as well as holding the distinct responsibilities for the Housing Revenue Account (HRA).

This role, which is suitable for a newly qualified accountant, reports to either the Senior Accountant or to the Group Accountant and may deputise for the Senior Accountant when necessary.

The purpose is to provide support to the Senior Accountant or Group Accountant to enable them to deliver high quality financial management, professional advice and accountancy services to the Strategic Directors, Heads of Service, Members and other key stakeholders, specifically in relation to the Housing Revenue Account.

The successful applicant will be involved in a wide range of tasks, with particular reference to supporting the HRA Government returns, the Annual Budget setting and Rent Up-rating and the Statutory Accounts. The role will also provide support to the council's revenue and capital budgeting and forecasting processes through high quality finance support.

Who is the person?

You will:

1. Be CCAB qualified i.e. ICA, ACCA, CIMA or CIPFA and be able to demonstrate professional updating.
2. Have the ability to form good relationships with & staff of all levels and provide a first class service.



3. Have the ability to get on well with colleagues & team members.
4. Have an understanding of Local Government services and finance.
5. Have experience of the preparation of monthly budget monitoring reports and final annual accounts.
6. Have experience in successfully developing and maintaining financial models.
7. Be computer literate - have a high standard of spreadsheet skills and be proficient in the use of Word and Outlook, plus the ability to use financial information systems and large databases.
8. Have good organisational skills and ability to prioritise work & concentrate time on the most important matters to meet key deadlines.
9. Have the ability to withstand pressure of work at key times of the year.
10. Have flexibility to change with the changing demands on Financial Services.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).