



Group Accountant

Salary: Band:12 - £52,412 - £56,759 per annum, plus £5,704 market supplement payment (discretionary market supplement)

37 hours per week: Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service/working Monday to Friday, 9:00am to 17:00pm.

Office attendance is required minimum 2-days a week for full time staff. This remains flexible, subject to business needs.

Location: Civic Offices

Contract type: Permanent

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.

As a Council, we work to shape our City and to deliver high quality, sustainable public services. We protect our vulnerable residents whilst at the same time capitalising on opportunities to improve the prosperity of all our residents, including outcomes for children and young people, by driving economic growth and job creation, investing in skills to equip our residents for employment and by enabling housing that people can afford.

We are looking to recruit a talented and motivated Group Accountant to join our Children, Families and Education Finance Team. This is an exciting opportunity to play a key role in supporting some of the council's most important services, helping to shape financial strategy, drive improvement, and ensure resources deliver the best possible outcomes for children and young people.

What is the role?

Based within the Finance and Resources Directorate and reporting to the Finance Manager, acting as deputy to the Finance Manager as required. You will play a pivotal role in the annual budget-setting process for schools, colleges and early years providers, ensuring funding is allocated effectively and in line with national regulations. Working closely with senior leaders, schools and other stakeholders, you will monitor and report on financial performance, provide expert advice, and support informed decision-making.

Key responsibilities include:

- Managing the annual Dedicated Schools Grant (DSG) budget-setting process and school funding arrangements. Ensuring statutory deadlines, national guidance, the council's constitution (including financial rules) and professional standards are adhered to.

- Monitoring and reporting funding performance, identifying financial risks and opportunities. Including the delivery of statutory financial statements, (particularly during financial closedown).
- This role will also be responsible for providing financial analysis, advice and support for specific projects and working groups as part of the current Government reforms
- Supporting the Schools Forum through high-quality financial analysis, reporting and advice.
- Managing the provision of guidance and support to maintained schools, including strategic advice to help achieve financially sustainable outcomes.
- Supporting the implementation of Department for Education funding reforms and policy changes for both the authority and schools
- Building strong relationships with schools, education providers and external partners.

The postholder may be required to contribute to Local Government Reorganisation (LGR) activity, including supporting service transformation, collaboration with partner authorities, and transition planning as required.

The role manages two direct and two indirect reports.

Who is the person?

You need to:

Essential

1. Be CCAB (i.e. ICA, ACCA, CIMA or CIPFA) qualified and be able to demonstrate professional updating.
2. Demonstrable experience of building productive relationships and influencing a wide range of stakeholders, including senior managers, elected members, schools, partners and external agencies.
3. Have experience of providing strategic financial advice to senior officers and attending management teams and working groups on finance related issues.
4. Strong leadership and people management skills, with the ability to coordinate teams, manage priorities and deliver high-quality outcomes to tight deadlines.
5. Have sound knowledge of Local Government Finance, with an understanding of the wider financial and regulatory environment.
6. Have substantial experience of preparing budgets for a period of more than one year, preparing monthly budget monitoring reports and statutory year end accounts.

7. Have experience of evaluating the financial implications of projects, business cases and service proposals, applying robust financial analysis and accounting techniques to support decision-making.
8. Be computer literate, having a high standard of spreadsheet skills including proven experience of developing and maintain complex financial models, and being proficient in the use of Word, Outlook and Excel etc. You'll also need to be capable of using other financial information systems for example, Oracle Fusion and Business Intelligence
9. Have good organisational skills and be able to prioritise work & concentrate time on the most important matters to meet key deadlines.
10. Have experience of leading and managing projects and driving improvements in processes and services.
11. Resilient, adaptable and able to perform effectively during demanding periods, while embracing change and continuous improvement
12. Have a willingness to learn and a proactive approach to learning and personal development and professional growth.

Desirable: the following skills would support the right candidate further into the role:

13. Knowledge or experience of school funding arrangements, Dedicated Schools Grant (DSG), Schools Forum processes and wider education finance.
14. Candidates without direct education finance experience will still be considered, provided they can demonstrate a strong interest in the sector and a willingness to learn.

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](#).