GREATER**LONDON**AUTHORITY

JOB DESCRIPTION

Job Title: Capital Reporting & Compliance Accountant

Grade: 12

Directorate: Chief Finance Officer

Unit/Team: Financial Services

Dimensions:

Accountable to: Chief Accountant

Accountable for: Financial Accounting Officer Grade 8

Principal contacts: External auditors, Land Valuers, Tax advisors, TFL shared service provider, Management accounting, Treasury Accountant, Deputy Chief Accountant,

Job Purpose:

This role provides expert capital accounting advice and support across the organisation, ensuring that all capital income, expenditure, and assets are accurately accounted for in line with financial reporting standards and legislation. The postholder will ensure that the capital accounting implications of operational and strategic decisions are fully considered, supporting sound financial management and effective service delivery.

This role is responsible for reporting on the availability and use of capital resources to support financial planning, statutory reporting, and audit compliance.

The postholder will work collaboratively within a matrix structure alongside financial and management accounting colleagues to ensure the recording of capital activity is accurate, efficient, and compliant with all relevant financial reporting standards and legislation. Close collaboration with senior financial accounting colleagues will ensure that published financial statements are complete, accurate, and delivered within statutory deadlines.

Principal Accountabilities

- Take the lead in interpreting and applying financial reporting standards and relevant legislation in assessing and advising on the capital treatment of expenditure, ensuring appropriate recognition of capital from revenue in complex projects and compliance with financial reporting standards
- Develop, maintain, and promote the Authority’s Capital Guidance Manual, providing expert capital accounting advice, training and support to services to ensure consistent application of capital policies and compliance with financial regulations.
- Take the lead on obtaining, quality assuring and integrating the fixed asset valuations in relation to annual financial statements, and for any other purpose that arises
- Take responsibility for delivering the capital elements of the closure timetable, ensuring a high-quality output within the required timeframe
- Work proactively with external auditors to deliver an efficient closure of accounts

- Work closely with the transactional finance shared service at TFL to ensure that fixed asset register is up to date and accurate
- Review and streamline capital accounting processes with a view to the prompt preparation of monthly reconciliations and interim balance sheet reporting
- Develop reporting of capital grants and capital receipts availability to inform capital planning. Ensuring that the senior stakeholders within the finance function are sighted on the opportunities and risks.
- Contribute to the production of relevant prudential indicators on a quarterly basis
- Develop and oversee quarterly reporting of the Capital Financing Requirement
- Deliver capital statutory returns in a timely manner to a high level of quality
- Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities
- Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job and participating in multi-disciplinary cross-department and cross-organisational groups and project teams.

Accountable to: Chief Accountant

Accountable for: 1 grade 8 financial accounting officer, working in matrix with senior accountants, senior finance officers and treasury accountant

Person Spec

- CCAB qualified (or equivalent) with up to date with CPD
- Significant experience of working in the capital accounting function of a large and complex organisation
- Experience of delivering published financial statements
- Experience of working with external auditors.
- Experience of providing credible professional advice, challenge and innovative solutions to senior stakeholders
- Experience of implementing significant improvements to finance systems and processes
- Intermediate Excel and experience of interrogating financial systems

Competencies

Building and Managing Relationships
… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 3 indicators of effective performance

- Actively engages partners and encourages others to build relationships that support GLA objectives
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

Planning and Organising

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits.
- Gains buy-in and commitment to project delivery from diverse stakeholders.
- Implements quality measures to ensure directorate output is of a high standard.
- Translates political vision into action plans and deliverables

Responding to Pressure and Change
… is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 3 indicators of effective performance

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team.
- Uses change as an opportunity to improve ways of working, encouraging others' buy-in.
- Keeps staff motivated and engaged during times of change, promoting the benefits.
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation.

Managing and Developing Performance
… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 3 indicators of effective performance

- Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
- Sets clear direction and expectations and enables others to interpret competing priorities
- Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
- Manages performance issues effectively to avoid adverse impact on team morale and performance
- Promotes a positive team culture that respects diversity and deals with barriers to inclusion.

Communicating and influencing
… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 3 indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities

- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

Strategic Thinking
….is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3 indicators of effective performance

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team’s actions for the GLA
- Encourages self and others to think about organisation’s long-term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team’s work

Problem Solving
… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

Reasonable adjustments

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.