

Job Title	Project Accountant
Team	Finance
Reporting To	Assistant Director of Finance

About your role

The main purpose of the role will be to provide accurate and timely information, support and guidance to South Yorkshire Mayoral Combined Authority, Senior Management, and Finance Leadership team. You will deliver a consistent, high quality project management support function focusing on and taking forward several specific projects through reporting and analyse of key financial elements.

Why is your role important or how does it add value?

- You will lead on the delivery of identified financial projects
- You will actively support the Finance management team in implementing the target operating model across the finance team structure
- You will work with the project leads in the development of the financial aspects of the business cases for proposed projects
- You will provide technical accounting advice to senior management across the Mayoral Combined Authority.

What are the tasks or work areas you are responsible for?

- Day to day responsibility for the development of the financial aspects of the business case for proposed projects, within the Light Rail programme
- Responsibility for monitoring the budget for each project, identifying risks and issues, as well as putting forward options for mitigation of risks, escalating where appropriate.
- Lead the development and rollout of system and process improvements across the finance team and (where appropriate) wider organisation including system development, internal processes, and procedures to ensure the finance team can respond to business requirements.
- Proactively liaise with project leads to ensure that priorities, objectives and deliverables are aligned to Corporate and Business Objectives.
- Lead a team (directly and on a matrix basis) providing direction and co-ordination of workloads, support, and guidance to ensure delivery of business objectives.
- Carry out financial modelling using cash flow forecasts, 'what if' scenarios and income and cost relationships to support financial case of relevant projects.
- Actively contribute to the development and implementation of strategies and plans that help to improve financial management standards

- Prepare analysis, reports, and papers as appropriate and to a high standard, suitable for wider audiences.
- Undertake any other duties commensurate with the role as requested by management.

About You

What kind of **behaviours** are important?

Ambition	Actively encourages others to take initiative with decisions and ideas, open to ideas and suggestions from others.
	Sets challenging, ambitious goals, KPIs and objectives for all of their team based on critical areas of performance.
Innovative	Ensures initiatives are clearly aligned to organisational goals and objectives prior to implementation.
	Thinks strategically when developing solutions and ideas, thinks for the long term to ensure solutions are sustainable.
Integrity	Demonstrates exceptional personal time management and activity planning.
	Motivates and encourages the team to consistently perform to high levels through monitoring workloads and resources available.
Collaborative	Demonstrates a mature, inclusive leadership style that encourages debate, discussion and involvement.
	Builds a strong sense of team spirit within their team through recognising the team and their achievements above their own success.
Flexible	Empowers the team to deliver initiatives, delegates the authority to act to appropriate team members.
	Creates and shares a compelling, honest vision of the future so the team understand what good looks like and the end result.
Impact	Takes responsibility, ownership and holds themselves accountable to their colleagues, giving credit where it belongs.
	Inspires confidence in themselves through a credible grasp of issues and problems based on technical expertise.

What **qualifications** or wider knowledge do you need?

Recognised full CCAB or other relevant professional qualification or equivalent experience	A	E
Current knowledge of reporting standards and Financial Legislation	A/I	E
Management qualification, training or appropriate supervisory experience in a technical environment	A	D
Proficient in Microsoft Office	I	E
Strong background knowledge in Data Analysis and business modelling	A/I	E

What previous experience is needed?		
Substantial experience of working in a similar role, preferably within a local government environment	A/I	E
Evidence of recent successful collaborative working across multi-disciplinary teams	I	E
Proven budget and business planning experience	I	E
Proven experience in delivering complex projects and plans	I	E
Experience of using financial systems and process knowledge, plus other relevant IT skills including word, excel, PowerPoint or equivalents and other systems	I	E
Previous experience of implementing new financial systems	A/I	E

What skills should you have?		
Strong project management and time management skills with the ability to work under pressure	I	E
Strong communication skills in producing quality documentation including reports, ensuring they are suitable for a wide range of different audiences	I	E
Strong technical accounting skills	I	E
Strong analytical skills and numeracy skills	I	E
Self-motivated and able to use own initiative to complete tasks under minimal supervision	I	E
The ability to understand complexity and give accurate concise advice to decision makers and senior colleagues	I	E
Excellent verbal, presentation, and written communications skills – the development and articulation of concise clear reasoning and recommendations. Particularly the ability to cut through complexity to give advice.	I	E
Strong commercial awareness skills	I	D