

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

PRINCIPAL ACCOUNTANT

ERN05840

EXTERNAL

CONTENTS

Advertisement
Job Description
Person Specification

This Recruitment Pack should contain all the information you require to complete your application



Proud to have signed
The Pregnancy
Loss Pledge

our
values



Kindness

Trust

Ambition

ADVERTISEMENT



DEPARTMENT:	Chief Executive's Office
JOB TITLE:	Principal Accountant
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	16
HOURLY RATE:	£35.70 - £37.88
ANNUAL SALARY:	£65,148 - £69,127
HOURS PER WEEK:	35
LOCATION:	Eastwood HQ, Giffnock / Hybrid Working

Are you a strategic thinker with a passion for public finance and a drive to make a real impact? East Renfrewshire Council is seeking a skilled Principal Accountant to play a pivotal role in shaping the future of our corporate finance function, within the wider Finance team.

As Principal Accountant, you will support the Corporate Finance Manager in delivering key corporate finance functions including financial planning, budgeting, statutory reporting, treasury management, and corporate accounting. You will lead a team of finance professionals and act as a key contact for external audit, ensuring compliance with statutory and regulatory requirements.



our values



Ambition

Kindness

Trust

Key responsibilities:

- Support the development and delivery of financial plans.
- Oversee corporate financial monitoring and reporting across all departments.
- Manage capital accounting services and ensure statutory compliance.
- Lead and coordinate the preparation of Annual Accounts and statutory returns.
- Manage treasury management activities, including cashflow, borrowing strategies, and investment planning.
- Provide expert financial advice to senior officers and stakeholders.
- Drive continuous improvement and innovation in financial systems and practices.

We need a fully qualified CCAB accountant who has:

- Experience in local authority finance and corporate accounting.
- Strong knowledge of statutory accounting regulations.
- Excellent communication and stakeholder engagement skills.
- A strategic mindset with the ability to influence and drive change.
- A proactive, solutions focused approach, with a commitment to continuous improvement.

Ideally the successful post holder will also have:

- Experience of managing an accountancy team.
- Experience of treasury management within a local authority environment.

Depending upon the needs of the service, staff in Hybrid roles will typically work from home for up to 40-60% of the time where the needs of the service can still be met.

Why Join Us?

East Renfrewshire Council is committed to delivering best value and high-quality services to our community. This is a fantastic opportunity to contribute to meaningful public sector work, lead a talented team, and influence financial strategy at a senior level.

East Renfrewshire Council has launched a new 15 year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.



Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note East Renfrewshire Council does not provide Visa sponsorship.

As an employer, we are committed to promoting and protecting the physical and mental health of all our employees.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 31 August 2025

Shortleat date: 4 September 2025

Interview date: 19 September 2025

If you would like an informal discussion about the post, please contact Kirsty Stanners, Head of Finance, at 0141 577 3035 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email



- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



our
values



Ambition



Kindness



Trust

JOB DESCRIPTION



DEPARTMENT: CHIEF EXECUTIVE'S OFFICE

SECTION: FINANCE

JOB TITLE: PRINCIPAL ACCOUNTANT

GRADE: 16

RESPONSIBLE TO: CORPORATE FINANCE MANAGER

BASIC FUNCTION: To support the Corporate Finance Manager, through managing the effective delivery of the Council's corporate finance functions, including:

- financial planning and budgeting,
- corporate accounting;
- statutory reporting; and
- treasury and investments.

MAIN DUTIES:

Management of staff in the Corporate Finance section of Finance

Deputise for Corporate Finance Manager in corporate finance activities.

To support the Corporate Finance Manager in the development and delivery of financial plans and budgets, including taking the lead from a Finance perspective on the development of the long-term Capital Plan.

Oversee the monitoring of Scottish Government grants, other grant funding and other income sources, for the purpose of financial planning, monitoring and reporting.



our values



Ambition



Kindness



Trust

Oversee and consolidate revenue budget movements for all departments for the purposes of corporate financial monitoring and reporting.

Manage the provision of a capital accounting service to all Council departments, taking account of statutory requirements.

Liaising with Finance Business Partners, oversee preparation of regular corporate financial monitoring reports in relation to both General Fund and Housing revenue and capital.

Ensure the implementation and adoption of statutory and non-statutory guidelines and accounting standards within the Council's corporate accounting and Annual Accounts.

Ensure all accounting arrangements in the Councils are in line with statutory and legislative requirements, including:

- Maintaining and developing processes for accounting for and settlement of Non Domestic Rates and Council Tax for all Council properties.
- Maintaining and developing processes for accounting for the Council's insurance and VAT arrangements.
- Overseeing the movement of the Council's reserves.

Regularly review and manage the update of the Council's Financial Regulations.

Provide tailored professional advice and support to senior officers and budget holders on all accounting issues.

Oversee and coordinate the annual year-end exercise to ensure that all statutory deadlines can be met and working papers can be completed, in line with the timetable for the Annual Accounts.

To lead and coordinate the timely and efficient preparation of relevant statutory returns and financial publications.

Coordinate and lead the preparation of the Annual Accounts, including the key financial statements.

Manage the preparation of all accounting elements of the annual report, in line with IFRS.

Act as a key external audit contact and lead the Finance team's response to corporate accounting queries.



our values



Management of the Council's treasury management activities, including overseeing the Council's cashflow and daily treasury management transactions activities, and operation of the Council's pooled loans fund,

Lead the preparation and monitoring of the Council's Treasury Management Strategy and practices, including Prudential Indicators and borrowing levels, in line with the CIPFA Treasury Management Code and Prudential Code.

Oversee the Council's cash and banking activities.

Lead the development and updating of financial modelling to determine borrowing levels, and ensure General Fund and Housing investment plans are affordable.

Oversee the preparation of integrated treasury reports for Audit and Scrutiny Committee.

Act as the Finance contact for the Digital Transformational team in respect of key financial systems.

To maintain awareness of current sectoral and finance issues.

To manage the performance and development of staff through, amongst other methods, the Council's Performance Review and Development scheme.

Any other relevant duties as required by the Head of Finance (CFO).



our values



PERSON SPECIFICATION

POST OF: Principal Accountant GRADE: 16	SERVICE: Finance DEPARTMENT: Chief Executive's Office		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS Fully qualified CCAB accountant Evidence of continuing professional development	✓ ✓		Documentary proof Documentary proof
RELEVANT WORK/ OTHER EXPERIENCE Experience of local authority accounting Experience of Capital / Corporate / Major Department Accounting in a local government environment Experiencing of compiling Annual Accounts Sound knowledge of statutory accounting regulations In depth awareness of current local authority accounting issues Awareness of risk management issues.	✓ ✓ ✓ ✓ ✓ ✓		Interview/form Interview/form Interview/form Interview/form Interview/form Interview/form

Experience of treasury management within a local authority environment		✓	Interview/form
Experience of managing an accountancy team		✓	Interview/form
Experience of achieving improved customer services through business change		✓	Interview/form
Experience of building positive relationships with a variety of stakeholders including partners and customers.	✓		Interview/form
SKILLS AND ABILITIES			
Strategic awareness	✓		Interview/form
Strong analytical skills	✓		Interview/form
IT literate (PC and Council systems)	✓		Interview/form
Proven ability to work effectively under pressure to meet project deadlines	✓		Interview/form/ references
Highly organised with an ability to provide clear, appropriate and unambiguous advice	✓		Interview/form
Excellent negotiating and influencing skills	✓		Interview/form
Confident in challenging existing practice and seeking to develop new, innovative approaches	✓		Interview/form
Skilled and persuasive communicator and facilitator	✓		Interview/form
LEADERSHIP COMPETENCIES			
Delivers professional impact through clear prioritisation, effective delegation and timeous delivery of strategy priorities	✓		Interview/ application form
Begins with the end in mind, focussing on solutions that move the Council forward	✓		Interview/ application form

Inspires other to understand and buy into the organisational vision	✓		Interview/ application form
Seeks and responds to feedback from key stakeholders to drive service improvements	✓		Interview/ application form
Puts the customer at the heart of everything we do	✓		Interview/ application form
Working together to achieve shared objectives and best value for the Council	✓		Interview/ application form
ADDITIONAL JOB REQUIREMENTS			
N/A			



our
values



Ambition



Kindness



Trust