

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

SENIOR ACCOUNTANT TREASURY & VAT

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EXTERNAL

CONTENTS

Advertisement

Job Description

Person Specification

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



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DEPARTMENT:	Chief Executive's Office
JOB TITLE:	Senior Accountant – Treasury & VAT
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	11
HOURLY RATE:	£25.75 - £28.15
ANNUAL SALARY:	£46,991 - £51,370
HOURS PER WEEK:	35
LOCATION:	Eastwood HQ, Giffnock (Initially Spiersbridge Offices) / Hybrid Working

Are you an experienced finance professional with a passion for public sector accounting or keen to move into the public sector? East Renfrewshire Council is seeking a skilled Senior Accountant (Treasury & VAT) to play a key role in delivering expert financial advice, ensuring statutory compliance, and supporting long-term financial planning and risk management across the Council and its associated bodies.

As Senior Accountant, you will support the Principal Accountant in delivering high-quality financial services, with a focus on treasury management, VAT, and PFI/PPP schemes. You will work collaboratively with colleagues, provide guidance to



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departments, and contribute to the Council's commitment to continuous improvement and best value.

Key responsibilities include:

- Managing daily cash flow and investment activities in line with the Council's Treasury Management Strategy.
- Monitoring borrowing requirements and ensuring compliance with prudential indicators and CIPFA codes.
- Preparing treasury reports and forecasts for senior management and elected members.
- Maintaining and developing financial models for PFI/PPP schemes.
- Preparing and submitting VAT returns and disclosures for the Council and other associated bodies.
- Providing VAT guidance to departments and liaising with HMRC and external consultants.
- Ensuring compliance with statutory accounting standards and supporting the annual year-end and Annual Accounts exercises.
- Promoting a customer-focused approach and continuous improvement in financial services.

We need a fully qualified CCAB accountant who has:

- Strong analytical skills.
- Excellent communication skills.
- A proactive, solutions focused approach, with a commitment to continuous improvement.

Ideally the successful post holder will also have:

- 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 and develop new skills.



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.

This post is subject to a Level 2 Disclosure Check.

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 30 November 2025

Shortleat date: W/C 01 December 2025

Interview date: TBC

If you would like an informal discussion about the post, please Paul Parsons, Corporate Finance Manager, on paul.parsons@eastrenfrewshire.gov.uk (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>



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JOB DESCRIPTION



Department: Chief Executive's Office

Division/Section: Finance

Job Title: Senior Accountant Treasury & VAT

Responsible to: Principal Accountant

Grade: 11

Date Revised: October 2025

Principal Functions: To support the delivery of financial services across treasury management, VAT compliance, and PFI/PPP schemes. The postholder will provide expert financial advice, ensure statutory compliance, and contribute to long-term financial planning and risk management across the Council and its associated bodies.

Main Duties: Treasury Management & Investment

Manage daily cash flow and investment activities in line with the Council's Treasury Management Strategy.

Monitor borrowing requirements and ensure compliance with prudential indicators and CIPFA codes.

Develop an effective working relationship with the Council's banking provider, brokers in financial markets and Treasury advisors to support treasury management activity.

Prepare treasury reports and forecasts for senior management and elected members.

PFI / PPP Financial Oversight

Maintain and develop financial models for PFI/PPP schemes.



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Monitor performance, validate charges, and apply deductions in line with contractual agreements.

Liaise with contractors and stakeholders to resolve financial and contractual issues.

Support budget setting and forecasting for PFI/PPP schemes.

VAT Compliance & Planning

Prepare and submit VAT returns and disclosures for the Council and ERCLT.

Monitor partial exemption calculations and advise on mitigation strategies.

Provide VAT guidance to departments and liaise with HMRC and external consultants.

Ensure systems and processes align with current VAT legislation.

Financial Accounting & Governance

Ensure compliance with statutory accounting standards and best value principles.

Support the Principal Accountant in the annual year-end and Annual Accounts exercises.

Manage and maintain the Council's loans fund.

Collaboration & Continuous Improvement

Promote a customer-focused approach and continuous improvement in financial services.

Research, interpret and implement new and existing legislation and potential changes in accounting practice as it affects the Council, as part of a process of continuous improvement in what we do and how we do it.

Represent the Council at relevant external meetings and forums.

Any other relevant duties as required by the Principal Accountant.



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PERSON SPECIFICATION

POST OF: Senior Accountant – Treasury and VAT GRADE: 11	SERVICE: Finance DEPARTMENT: CHIEF EXECUTIVE OFFICE		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS Fully qualified CCAB accountant Evidence of continuing professional development	 X X	 	 Documentary proof Documentary proof
RELEVANT WORK/ OTHER EXPERIENCE Awareness of PFI/PPP methodology Experience of VAT accounting Experience of local government accounting Sound knowledge of statutory accounting regulations Awareness of current local government finance issues Awareness of risk management issues Experience of building positive relationships with customers	 X X X X	 X X X X	 Form/Interview Form/Interview Form/Interview Form/Interview Form/Interview Form/Interview Form/Interview

Experience of achieving improved customer services through business change			
SKILLS AND ABILITIES			
Strategic awareness	X		Form/Interview
Strong analytical skills	X		Form/Interview
IT literate (PC and Council systems)	X		Form/Interview
Highly organised with an ability to meet deadlines and provide clear, appropriate and unambiguous advice.	X		Form/Interview
Excellent communication, negotiating and influencing skills.	X		Form/Interview
Confident in challenging existing practice and seeking to develop new, innovative approaches.		X	Form/Interview
Customer focussed and able to take the customer's perspective.	X		Form/Interview
Excellent attention to detail.	X		Form/Interview
Assertive and able to manage conflict situations.	X		Form/Interview/ references
Ability to take responsibility and work with minimum supervision	X		Form/Interview
LEADERSHIP COMPETENCIES			
Delivers professional impact through clear prioritisation and timeous delivery of strategic priorities.	X		Form/Interview

Maintains a calm and positive attitude under pressure and during times of conflict.	X		Form/Interview
Begins with the end in mind, focusing on solutions that move the Council forward.	X		Form/Interview
Encourages open conversation, idea sharing and constructive challenge.	X		Form/Interview
Puts the customer at the heart of everything we do.	X		Form/Interview
Working together to achieve shared objectives and best value for the Council.	X		Form/Interview
PREPARED BY:	Kirsty Stanners	DATE	2/10/2025



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