Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Management Accountant
£48,636.29 - £54,786.55



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 04/12/2026
- Shortleeting date: 08/12/2026
- Proposed interview date: w/c 14/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Management Accountant Initial Location: Kilncraigs/ Homeworking In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Management Accountancy Team Leader Service: Finance & Revenues Date last updated: 21st December 2023 Date if superseded:	Eval Ref: A1230 Post Number: V7 Grade: 9

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Strategic Director (Partnership and Performance)
|
Chief Finance Officer
|
Chief Accountant
|
Management Accountancy Team Leader
|
Management Accountant
|
Senior Accountancy Assistant

The post of Management Accountant sits within the Management Accounting Team, within Finance and Revenues. The post holder reports to the Management Accounting Team Leader and has responsibility for their service area and staffing.

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

The post holder is responsible for providing a high quality financial service which meets the requirements of Senior Managers, Executive Management Team, and their line manager while ensuring that advice and information given complies with all financial reporting standards, accounting codes of practice and Council objectives and the requirement of external funders. You will also have a key role in the annual accounts process and be responsible for the completion of statutory returns

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

As the service Management Accountant reporting to the Team Leader you will support services in the management of their allocated budgets, ensuring overall council objectives are achieved.

This will involve:

- Working with the service as a Business Partner to provide financial analysis which supports service/ council improvement and change;
- Providing direction and support to your small team;
- Supporting services in the preparation of robust forecasts against budget;
- Monitoring performance against budget and investigating and reporting on variances;
- Monitoring achievement of approved savings and identify and escalate any issues promptly;
- Provision of financial and costing information and advice to the service as required to inform decision making and business planning;
- Contribution to financial performance reports and business cases for change;
- Assistance with the preparation of service revenue budgets;
- Preparation of service final accounts and financial reports;
- Completion of statutory and other returns relating to the service and corporate reporting;
- Preparation and development of performance indicators and benchmarking information and analysis;
- Contributing to the development of medium and long term planning;
- Undertaking and assisting in Best Value reviews within services, and within accountancy; and
- Working in conjunction with the Corporate Accountancy Team to prepare statutory Annual Accounts.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

You must be a professionally qualified accountant with a CCAB accounting body or CIMA.

Proven experience in a similar role is essential.

You will be expected to have a knowledge of legislative requirements, accounting codes of practice, and be up to date with all accounting and technical developments.

You must possess good communications skills, and have the ability to explain financial information and concepts to non-financial staff in an appropriate way.

Demands and expectations will be placed on the finance service, and you will be expected to display good time management and organisational skills to ensure that these demands are met.

Flexibility and adaptability will also be required, as will a commitment to personal development.

A high level of accuracy and attention to detail is essential.

Familiarity with financial ledger systems and advanced knowledge of developing and maintaining complex spreadsheets is also required.

You will provide sound financial management information and advice to senior managers of the Service for which you are responsible, ensuring corporate objectives are followed and financial regulations and controls are adhered too. This will include identifying, recommending and developing improvements in financial information and processes to managers.

Whilst working within the team and under procedures for the delivery of the service, it is expected that you will fulfil these functions with minimum supervision.

Essential:

Criteria		**Means of Assessment** e.g. Application, Interview, Reference, Certificate
1.	CCAB/CIMA Qualified	• Application • Certificate
2.	Proven experience in a similar role within a financial environment	• Application • Interview
3.	Familiar with financial management systems	• Application • Interview
4.	Competent in developing and maintaining complex spreadsheets	• Application • Interview
5.	Experience of reporting information to financial and non financial managers	• Application
6.	Familiar with relevant Accounting Standards and legislative requirements	• Application • Interview
7.	Leadership skills and the ability to motivate others	• Application

		• Interview
8.	Evidence of producing high quality information to assist decision making	• Application • Interview • Assessment
9.	Ability to work flexibly to meet tight deadlines and deal with conflicting priorities	• Application • Interview • Reference
10.	Effective communications skills	• Application • Interview • Assessment
11.	Self motivated and willingness to contribute fully to the objectives of the team.	• Application • Interview • Assessment
12.	Ability to work with others and manage difficult situations	• Application • Interview
13.	Standard level of Disclosure Scotland clearance	• Disclosure Scotland Check

Desirable:

Criteria		**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1.	Evidence of continuous professional development	• Application • Interview
2.	Experience of working within Public Sector particularly a Local Authority	• Application • Interview
3.	Development of financial processes and systems	• Application • Interview
4.	Completion of statistical returns	• Application • Interview
5.	Knowledge and understanding of Local Authority Accounting Financial Procedures and controls	• Application • Interview
6.	Creative approach to presenting information	• Application • Interview
7.	Drive for continuous improvement	• Application • Interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The main council premises where you will be based is Kilncraigs, however, we do provide an element of flexibility with a hybrid approach incorporating homeworking. You will be required to attend the office on a minimum of two days in the working week as agreed with the Team Leader. The post holder may be required to travel to attend appropriate meetings.

The council operates a flexible working policy, where you will be expected to work flexibly to meet the service needs at peak times. You should be adaptable to service needs, and will be required to meet tight deadlines in a pressured environment.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The post holder will be required to operate a keyboard, mouse and general office equipment.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post holder will be required to have good problem solving and analytical skills This will involve interrogation of financial systems and detailed analysis of data to provide conclusions and/or recommendations.

Good time keeping and planning is critical to meet service needs.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

The post holder may be required to work to tight timescales to provide accurate information at short notice. Lengthy periods of focused attention are typically required on a day to day basis with conflicting or simultaneous demands.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post will involve regular communication with various internal and external parties including the following:

Strategic Directors, Senior Service Managers, Budget Holders

Generating reports, providing informed expert advice, meeting to discuss content and responding to other ad-hoc requests as required.

Internal Auditors

Providing requested information and explanations when audits are being undertaken.

External Auditors

Responding to the External Audit Team Manager, and staff on queries that are raised from Audits.

Scottish Government

Direct submission of various returns and grant claims.

All Other External Organisations as required which may include consultants, other Local Authorities, Voluntary Organisations, Accountancy Bodies, Professional Forums etc. The postholder may also be required to represent the Council on working groups both internally and externally.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder will be required to manage confidential and secure information in line with Council policies and procedures.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

You will provide sound financial management information in line with internal controls, Council policies and statutory regulations. You will ensure these controls, policies and controls are adhered to and escalate any non-compliance where required. You will identify, recommend and develop improvements in financial processes and reporting.

Whilst working within the team and under procedures for the delivery of the service, it is expected that you will fulfil these functions with minimum supervision.

Section M
EQUAL OPPORTUNITIES

All employees are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N
HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their onw personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.