



Job Description

Directorate	Corporate
Service	Finance

Post details	
Job title	Project Accountant
Grade	10
JE Reference	A11548
Location of work	Warrington Town Centre
Directly responsible to	Section 151 Officer
Directly responsible for	
Hours of duty	37
Primary purpose and scope of the job This is a fixed term opportunity supporting colleagues across the finance functions in the Council to deliver against the projects and requirements of the Council's organizational wide transformation programme, supported by the Local Government Association. This role will be a key finance support to the finance team and transformation delivery team working alongside finance colleagues to deliver the priority transformation objectives and also supporting the delivery of the wider improvement and recovery plan currently in place across the organization.	
Working Relationships <ul style="list-style-type: none">• Chief Accountant• Directorate Finance Managers• Corporate Finance Manager• Departmental Budget Holders• Other accountancy staff• External Organisations/ Partnership Organisations• Audit Commission/Government Departments	

Key Tasks and Responsibilities

1. To work independently and alongside the transformation project group to deliver business process optimization across organizational wide finance and related business processes including but not limited to budget management, procurement/contract management, commissioning and purchase to pay.
2. To lead and support project planning to deliver transformation objectives supporting service delivery excellence in the design and rollout of finance products and related services to internal and external customers. This includes budget monitoring processes, procedures and use of existing IT platforms such as M365, Sharepoint and Teams.
3. To actively improve the processes for preparation and monitoring across revenue, capital and treasury management processes in a unitary council.
4. The postholder will work with colleagues across finance to lead more streamlined and uniform reporting methodologies with the introduction of the use of dashboards as appropriate.
5. Development of effective financial management arrangements and creating an evidence base regarding implementing continuous improvement to processes and procedures.
6. Design and deliver an effective zero based (or equivalent) budgeting process.
7. Develop and deliver a model which embeds an annual (business as usual) cycle of identification, optimization, review and uplift of all fees and charges across the Council.
8. Support in developing processes related to the planning and monitoring of grants, revenue budget and of medium term financial and service planning.
9. To oversee the implementation and delivery of an organization wide training plan across core finance processes.
10. Initiate and ensure that, where appropriate, up to date guidance (constitution, CIPFA, other body as relevant to source) and procedure notes are made available across all processes, current or updated.
11. Work with the project team to maximise the use of existing technology platforms, including but not limited to SAP and M365, to enable better working across the team.
12. Design & deliver regular reports and presentations to internal or other key stakeholders relating to finance information underpinning the transformation, recovery and improvement plan.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Claire Postlethwaite
Role	Executive Director Finance & Section 151 Officer
Date	15 th January 2026