



Chief Accountant Candidate Pack



Welcome Letter

Thank you for your interest in this Chief Accountant role at the London Borough of Bromley.

Bromley is a great place to work, and we are proud of the high-quality services we deliver to our residents. We have a strong track record of achievement – recently recognised as Outstanding by Ofsted for our children’s services, and recipients of multiple accolades including two Public Finance Awards (2019 and 2021).

Like many councils, we face financial challenges. However, our strong legacy of sound financial management means we are well positioned to respond effectively. Our current financial standing is the result of sustained discipline and hard work – something we are determined to maintain.

This is an important senior role, responsible for ensuring the quality of the Council’s financial records and annual accounts and achieving good external audit outcomes. You will help develop a high-performing finance team, with oversight of all areas of technical accounting, and will lead on new developments such as the requirement for group accounts and an HRA.

We implemented Oracle Fusion in 2022 and continue to explore opportunities where technology can improve our services and deliver savings. Innovation, insight, and the ability to influence a wide range of stakeholders will be vital in addressing the challenges ahead.

You will be joining a talented and committed finance team – one that I’m proud to help lead, and you will play a key role in supporting the continued development of our people and the ongoing improvement of our finance services.

If you are ambitious, forward-thinking, and ready to make a difference, Bromley is a welcoming and supportive place to build your career. Our recently refurbished offices are located opposite Bromley South Station, with excellent transport links to central London (just 16 minutes to London Victoria). In addition to a competitive salary and lease car contribution (plus subsidised parking), we offer a career average pension scheme, flexible working practices, and access to the Bromley REAL benefits scheme.

If you believe you can bring the vision and impact we’re looking for, we’d be delighted to hear from you. For a confidential discussion, please contact Tim Salmon at Ambient People on 07355 624693 or via tim@ambientpeople.co.uk.

We look forward to receiving your application.

James Mullender
Head of Coporate Finance and Accounting (Deputy Section 151)



Job Description

Department: Finance

Division/Section: Financial Accounting & Systems

Reports to: Head of Corporate Finance and Accounting

Salary: £65,578 – £98,362

Role Purpose:

- To oversee and develop the team responsible for financial advice and services relating to capital expenditure and financing, investments and borrowing, VAT, Collection Fund accounting, coordination of the Council's budgeting, four year financial forecast, budget monitoring and accounting arrangements, research and other specialist matters.
- To provide quality assurance of the Council and Pension Fund accounts to ensure they are accurate and comply with all relevant accounting standards, legislation and CIPFA guidance.
- To lead the provision of technical guidance and advice, both internal to and external to Finance and develop effective relationships with appropriate national bodies and other local authorities, to inform and enhance the quality of the work of the Technical and other Finance teams.
- Coordinate the external audit of the accounts and be a key contact for the external auditors.
- To ensure that services delivered:
 - Support the Department's strategic aims and priorities within the overall framework of organisational goals and priorities
 - Remain effective and efficient within a framework of continuous improvement
 - Meet the section 151 responsibilities
- To contribute towards the strategic development of financial services within the Council and contribute towards the strategic direction and management of the Council

Responsibilities and Duties:

1. To play a key role on accounting, budgeting, and closing of accounts and seeking continuous improvement.
2. To lead and be responsible for the production and monitoring of the closure of accounts timetable ensuring there is adequate time and processes for its delivery
3. Provide high level financial advice and information, contributing to overall strategic and operational developments in the service.
4. Work closely with the Director of Finance and Head of Corporate Finance and Accounting, supporting on developments affecting local government finance.
5. Be responsible for quality assurance of the draft accounts and working papers for the Council and Pension Fund accounts and recommend changes/improvements as appropriate.
6. Coordinate the external audit and public inspection of the accounts
7. Lead on any new accounting/legislative requirements relating to the accounts, including the production of group accounts and the Housing Revenue Account
8. Manage the capital programme monitoring and financing ensuring compliance with legislative requirements, CIPFA guidance and Council policies and procedures
9. Manage treasury management and banking activities ensuring they operate in accordance with legislative and regulatory requirements, CIPFA guidance and Council policies and procedures
10. Responsible for regular review and update of financial regulations
11. Contribute to the preparation of the annual revenue and capital budgets
12. Coordinate the quarterly budget monitoring process and report to Members

Responsibilities and Duties Continued:

13. Manage the Collection Fund accounting and provision of VAT advice to Council departments
14. To deputise for the Head of Corporate Finance and Accounting, including attendance at Audit and Risk Management and other Committees as necessary
15. Manage an ongoing programme of activity for the maintenance of financial records and the regular undertaking of financial reconciliations (including bank reconciliations, the clearance of suspense, payroll reconciliations etc) that will help improve year-end closure and safeguard the Council's financial assets
16. To chair the senior accountants meetings to help ensure consistent good working practices across finance teams, and providing/supporting their training as required
17. Development and oversight of consistent process for business case viability modelling including leading on those for large corporate schemes
18. Responsibility for the completion and return of grant claims, including for example, NNDR and Council Tax, and a range of other statistical returns and reimbursements from government departments, other local authorities and other bodies
19. To maintain the integrity of the chart of accounts, balances, transactions and controls that facilitate all aspects of financial accounting and management reporting
20. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the organisation

The job description is provided above. In the interest of effective working, the major tasks may be reviewed from time to time to reflect changes in the needs and circumstances of the Department. Such reviews, and consequential changes, will be carried out in consultation with the post holder.

Contacts and Relationships:

(Customer focus, both internal and external)

- External auditors – up to partner level
- Members of public – public inspection queries and FOIs
- HMRC – business reviews/inspections etc
- External fund managers, brokers and advisers
- Councillors – ad-hoc queries and committee meetings
- Chief Officers, Assistant Directors, Heads of Service and other senior management
- Finance colleagues

Management and Leadership:

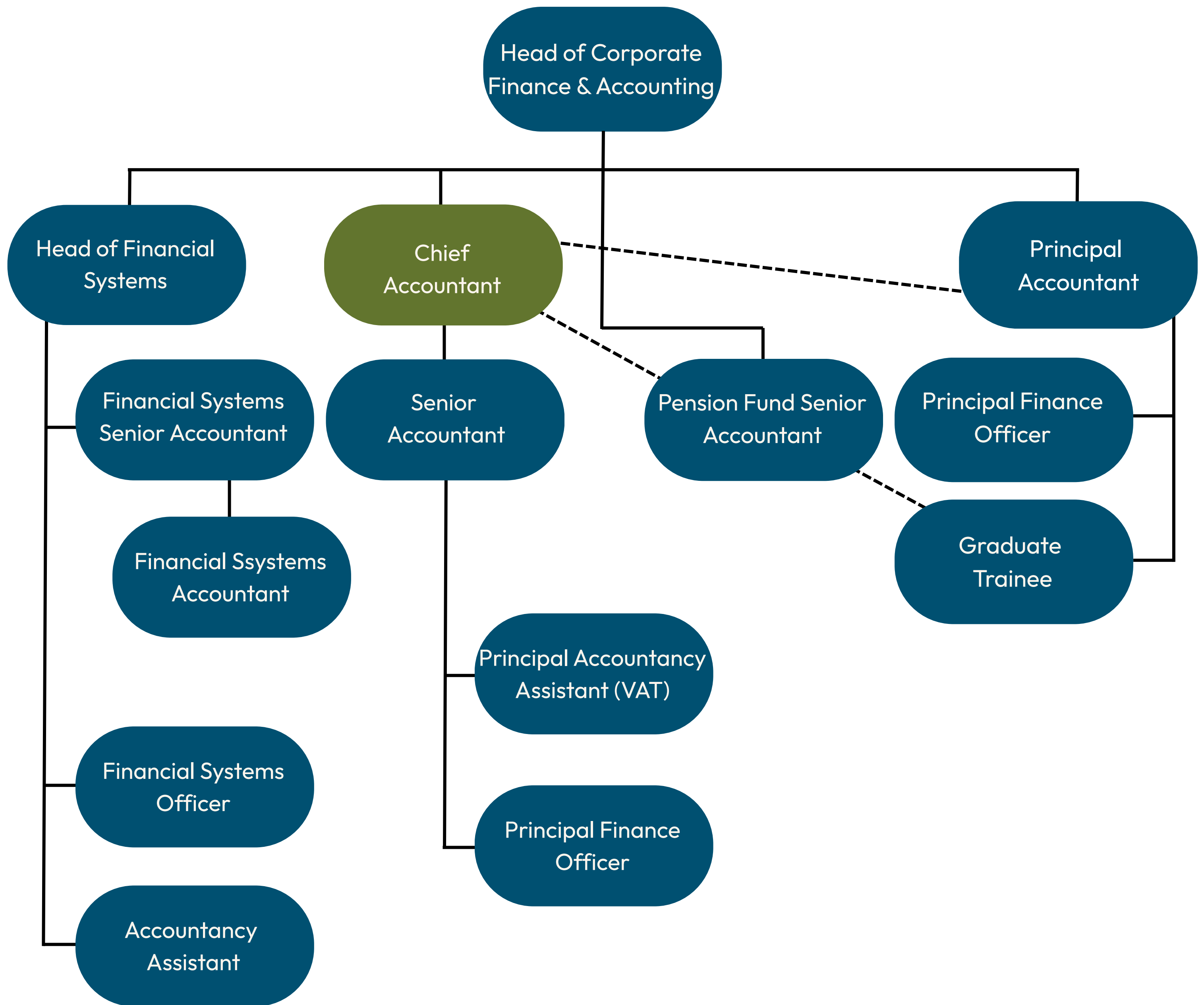
(Finance, resources, performance management, staff supervision and service delivery)

- Direct line management of Senior Accountant and Principal Accountant.
- Management of 6 FTEs total
- Management of external audit budget (£0.8m)
- Management of treasury management (c. £300m total investments / £8.6m income budget)
- Ensure understanding of priorities and objectives. Establish agreed policies and performance measures to ensure objectives are clear, understood and met

Equalities:

- Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Bromley Council Structure Chart



Person Specification

Skills and Abilities:

1. Excellent communication/interpersonal skills, including the ability to communicate effectively with Councillors and officers at all management levels across the authority.
2. Proven leadership skills to motivate and encourage staff through times of major change and to support corporate goals
3. Proven ability to produce complex reports/correspondence in a manner appropriate to the intended audience
4. Proven staff management skills to ensure effective performance management, a focus on personal as well as professional development of employees and effective application of equalities in employment
5. Proven technical financial accounting skills with ability to interpret complex and technical accounting standards, regulations and legislation and provide advice on implementation.
6. Proven ability to review business processes and identify solutions for continuous improvement including IT solutions.
7. Proven ability to work as part of a senior management team/project.
8. Proven computer literacy with an ability to use and manipulate financial data, access accountancy systems etc.
9. Excellent organisational skills with ability to prioritise a heavy workload and achieve effective results when under pressure, and ability to work on own initiative.

Qualifications:

1. Fully recognised current CCAB accountancy qualification AND/OR extensive financial experience, with a minimum of 5 years at a senior level.

Person Specification Continued

Knowledge:

1. Extensive understanding of the key issues affecting the framework of local government as a whole and in particular those relating to financial management.
2. In depth knowledge of the legislation and working arrangements for financial accounting and reporting, ideally local government accounting including CIPFA Codes of Practice, Accounts and Audit Regulations and MHCLG statutory guidance
3. Understanding of equalities issues in relation to service delivery.

Experience:

1. Proven in depth financial accounting and external audit experience.
2. Experience and knowledge of capital accounting.
3. Proven track record of working flexibly combined with the ability to deliver projects on time.
4. Experience of interpreting, communicating and implementing complex financial issues.
5. Provision of financial advice on complex matters.

Special Requirements:

1. Commitment to continuous professional development.
2. Self starting & motivated with the ability to work under pressure.
3. Ability to attend meetings outside of normal working hours

Working at Bromley Council

Benefits and Pay:

Pay

All advertisements quote the appropriate salary range for the job. Full details of Bromley's salary scales.

Pension scheme

We offer a career average pension scheme. On joining the council, you will be entitled to become a member of the Local Government Pension scheme. Your contribution to the pension scheme will be based on the salary band your pay belongs to. Further information about the scheme can be found on the LGPS website.

Annual leave

We offer generous annual leave, which is based on employee's salary point and length of service and will be between 23 to 31 days. After completing 5 and 10 years' service, an employee becomes entitled to additional leave.

Purchase annual leave scheme

We offer a scheme that allows employees to buy up to one working week of annual leave while spreading the cost deducted from their salary over 12 months or the remainder of the annual leave year.

Flexible working

We offer staff part time, term-time, job share, home working, career breaks and caring and learning support, dependant on your job role and the needs of the service.

Parental leave

We offer our staff maternity, paternity, adoption and parental leave.

Salary sacrifice scheme

To support a healthy lifestyle we offer a cycle to work scheme and gym membership scheme. We also offer salary sacrifice schemes on home technology and lease cars.

Staff discounts through My lifestyle

My lifestyle is one way we are helping to make Bromley an employer of choice. With discounts at local and national outlets, savings on a wide range of health and leisure activities, travel, food and shopping we hope you'll make the scheme work for you to make your money stretch further.

Benefits and Pay Continued:

Local authority discount scheme

We have teamed up with local business and leisure activities with a range of discounts.

Discounted gym membership

All council staff are entitled to discounted gym membership at any of the Bromley MyTime gyms in the borough.

Counselling support

We offer staff access to a counselling service.

Staff cafe and dry cleaning service

On site facilities available at Bromley Civic Centre.

Interest free public transport season ticket loans

We are actively pursuing ways to reduce the number of employees travelling to work in their car, by encouraging the use of alternative means of transport. As part of this objective we are delighted to offer all employees the opportunity to obtain interest free public transport season ticket loans.

Car share scheme

To help combat rising fuel costs and congestion, the council has a scheme dedicated for employees who wish to car share.

Car leasing allowance and loans

We offer a car leasing and car loan scheme dependant on the needs of the job.

Learning and development

Bromley is strongly committed to the training and development of all staff, thereby maximising the effectiveness of its most important resource – its staff. We offer a wide range of courses and development programmes as well as the chance to study for qualifications.

Staff recognition

We reward talent and excellence through the Bromley Stars event. Bromley Council is committed to being excellent and want to reward the staff who make this happen. This is our chance to recognise and celebrate colleagues or teams who make a real contribution to building a better Bromley.

Not all employees are eligible to receive these benefits. Applicants may wish to check their eligibility with us.



How to Apply

Please send your CV and supporting statement (max 1 page) to Tim@ambientpeople.co.uk

We welcome any discussion about the role prior to application:

Tim Salmon

Director, Ambient People

Tim@ambientpeople.co.uk – 07355624693

Application deadline – 1st October 2025 at 23:59pm



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