

Person Specification:

Chair of the Local Authority Accounting Panel

Overview

The Chair of the Panel will:

- be able to demonstrate a full understanding of the current issues in Local Authority Accounting at a high level.
- should be a senior finance practitioner in the public sector and a CCAB recognised accountant that will be able to lead the Panel in the production of its guidance including supporting the development of Local Authority Codes of Practice and supporting technical accounting guidance.
- need to represent the Panel at relevant times and engage with key stakeholders. The Chair will lead the Local Authority Accounting Panel meetings including on occasion separate sub groups.

Role description

The Chair will have the following main responsibilities:

- support the Secretariat in its agreement of the terms of reference and work plans which will identify, lead on and respond to initiatives to strengthen accounting and financial reporting across the sector. This will require the Chair to keep abreast of emerging developments within the Panel's remit and devoting due priority and attention to understanding their implications.
- liaise with the Secretariat in the preparation of the agenda for each meeting in order to ensure that they are consistent with the ambitions of the Panel set out in its work plans.
- chair meetings of the Panel in order to ensure that its decisions are forward looking have integrity and have been arrived at by proper process. In doing this the Chair will encourage individual members to participate fully and effectively so that the wide range of interests represented are all give due consideration.
- as necessary the Chair will lead on and/or facilitate seminars, conferences or working groups as necessary.
- act as an ambassador for the Board with external stakeholders and when relevant to the work of the Panel.

Functions of the Local Authority Accounting Panel

Under the auspices of the Local Authority Accounting Panel, the functions of the Panel include:

- monitoring the operation and function of CIPFA's Local Authority Codes of Practice.
- improving practice in financial accounting and management and developing guidance in this regard aligned to the CIPFA Codes.
- responding to initiatives to strengthen accounting and financial management in sector.

- identifying future and existing accounting developments relevant to the sector.
- scanning the international landscape to identify new approaches
- engaging with key stakeholders
- encouraging the inclusion of financial and accounting implications in policy options
- providing guidance on good practice and developing leading edge tools to improve the overall approach to, and specific aspects of, local authority accounting and financial management.

Person specification

Experience

- Track record of success in senior positions giving an understanding of the roles and requirements accounting and financial management in local authorities and associated bodies.
- Evidence of success in building highly effective relationships with others and of communicating effectively to a senior audience.
- Evidence of chairing meetings, courses and conferences in an effective manner.

Personal attributes

- A commitment to the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A clear commitment to upholding the values of the profession and the public interest including the strategies and decisions of the Institute ahead of any self-interest or loyalty to an employer.
- Demonstrates proven leadership skills with both a strategic and creative vision.
- An ability to constructively hold the Panel's direction to account and to exercise sound judgement when faced with potentially controversial or unwelcome decisions.
- The ability to work collaboratively and to develop relationships with those with an interest in the work of the Panel.
- Personal authority and is highly credible, possessing the stature required to command the respect and trust of others quickly.
- Informed understanding and knowledge of local authority accounting and financial management and of the implication for this of the environments (including legislative and policy) in which public services operate in.
- Intellectual capacity and rigour to grasp the important technical aspects of accounting and financial management issues and their impact on the organisations in question.

- Excellent interpersonal, communication and networking skills and an ability to develop and maintain good working relationships with others, working easily, effectively and collaboratively with colleagues.

Commitment

The time commitment of the Panel Chair is:

- Chair (typically) 2/3 Panel Meetings per year (as appropriate to the Panel's objectives and workplans for the year). The meetings taking approximately half a day. There may be work in sub groups and/or telephone conference calls on an ad hoc basis.
- Ongoing liaison with CIPFA secretariat to maintain work of the Panel other members, as considered most appropriate and convenient (meetings, telephone, emails).
- Meetings normally take place in London or virtually.
- Chairing or attending working group meetings, and conferences and seminars as required ex-officio.

Professional Requirements

The Chair will act personally and not as the representative of their employer or any other group or organisation to which they may have allegiance.

The Chair must not use their position for personal gain in either business, political or social relationships. They are therefore required to be honest and open with regard to conflicts of interest (either real or perceived).