Cumberland Council

Post Specification

Date	**July 2026**
PG Number	**9058**
Post Title	**Financial Systems Project Accountant**
Job Family	**Regulation and Technical**
Job Family Role Profile	**RT16**
Final Grade	**16**

To be read in conjunction with the job family role profile

Service Area description

The Finance team is part of the Resources Directorate and is responsible for providing support to front line Council services through a mixture of technical, operational and strategic advice. This support ensures that managers across the organisation can effectively manage their budgets, make effective decisions and develop and deliver change projects.

Purpose of this post

To support the Group Accountant in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan and provide financial support for service review projects.

The Financial Project Accountant will play a key role in supporting the Council's major financial systems, transformation activities, and service-led projects. The role will provide high-quality financial analysis, project accounting, reporting, and assurance across a range of programmes—ensuring that financial implications are understood, risks are managed, and decisions are based on sound financial information. A core part of the role is proactive engagement with key stakeholders, including service managers, project leads, ICT, procurement, external partners, and senior leadership, to ensure transparency, accuracy, and strong financial governance throughout the project lifecycle.

Key job specific accountabilities

1. Provide dedicated financial support to system lead projects, ensuring robust financial planning, forecasting, profiling, and monitoring.
2. Develop, maintain, and update detailed project budgets, ensuring accurate recording of expenditure, commitments, and funding allocations.
3. Produce business cases, cost–benefit analyses, options appraisals, and financial modelling to support decision-making.
4. Monitor project performance against approved budgets and highlight variances, risks, and corrective actions.
5. Work collaboratively with project managers, service leads, ICT, procurement, HR, and other internal stakeholders to provide financial insight and support project delivery.
6. Act as a key point of contact for finance-related queries within project teams, ensuring clear communication of financial requirements and timescales.
7. Support engagement with external partners, suppliers, auditors, and funding bodies, ensuring accurate financial reporting and compliance.
8. Present financial information in a clear and accessible manner to non-finance colleagues and senior managers.
9. Ensure all project-related financial activity complies with Council financial regulations, standing orders, and audit requirements.

10. Support the development of financial controls, financial risk registers, and mitigation plans for transformation and system-related projects.
11. Provide evidence, documentation, and explanations for internal and external audit reviews.
12. Support procurement activities by ensuring financial assessments and budget implications are fully considered.
13. Produce high-quality financial reports, dashboards, and analysis for project boards, and external stakeholders.
14. Contribute to the development of improved financial processes, templates, and tools to enhance project governance and reporting.
15. Support the Finance Service with system changes, testing, configuration, and data checks linked to project delivery (e.g., accounting systems, income management, reporting tools).
16. Work with ICT and finance colleagues to ensure the accuracy and quality of financial data.
17. Provide financial expertise to transformation programmes, service redesigns, and cross-council initiatives.
18. Assist with funding bids, grant monitoring, and reporting requirements.
19. Contribute to organisational learning and continuous improvement, sharing good practice across the Finance Service.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• This role has no budget responsibility
Staff Management Responsibilities	• This role may be responsible for Accounting Administrators. This may involve direct line management responsibility or matrix management depending on specific projects being delivered
Other	• Information; responsible for maintenance of accounting records.Equipment; a limited range of IT equipment

Essential Criteria - Qualifications, knowledge, experience and expertise

- Qualified CCAB Accountant, Project Management Qualification, or equivalent demonstrable experience and a willingness to complete professional qualification.
- Evidence of continuing personal and professional development.
- Extensive practical knowledge and technical background in Finance and Project Management
- Experience of providing advice on the financial implications of policy and service delivery issues
- Experience of introducing best practice and innovation with services.
- Experience of supporting the production of financial business cases.
- Experience of preparing grant claims and other statistical returns.
- Experience of training / coaching one on one or in a group environment.
- Experience of management and supervision of staff.
- Ability to make quick and accurate decisions when faced with limited information.
- Ability to work with non-finance managers to provide objective and understandable financial advice.
- Accurate numeracy, analytical and comprehension skills.
- Competent use of Microsoft Office packages, Word, Excel, PowerPoint or similar packages.
- Capacity to work effectively under pressure, prioritise and meet deadlines.
- High quality communication skills; written, report writing and presentational.
- Flexible approach to meeting the requirements of the client.
- Personal integrity and understanding of requirements of confidentiality.
- Commitment to improve service.
- A willingness to accommodate pressures in work through working flexibly.
- Ability to travel independently.
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Disclosure and Barring Service – DBS Checks

- This post requires does not require a DBS check.

Job working circumstances

Emotional Demands	• Minimal
Physical Demands	• Limited physical demands, commensurate with those experienced in a normal office environment.
Working Conditions	• Minimal
Other Factors	
Routine demands commensurate with the tasks and duties encountered in a modern office and challenging role of this type The Finance Manager is expected to act professionally, independently and objectively to ensure that information provided for decision making purposes is accurate, considered and unbiased. It is recognised that can be a stressful experience for the Project Accountant.	