



SANDWELL

Assistant Corporate Accountant x 2

Candidate Pack

RB42819 | £42,839 - £48,226 per annum



Recruitment led by retained search agents, Robertson Bell



Introduction

Sandwell Council are once again partnering with Robertson Bell in the recruitment of two Assistant Corporate Accountants on a permanent basis. These roles sit within the corporate finance team, supporting the delivery of high-quality financial reporting, technical accounting and statutory returns across the Council.

One role will focus on **Capital Accounting**, while the other will specialise in **VAT**, offering excellent opportunities to develop expertise in these key areas.

The Organisation

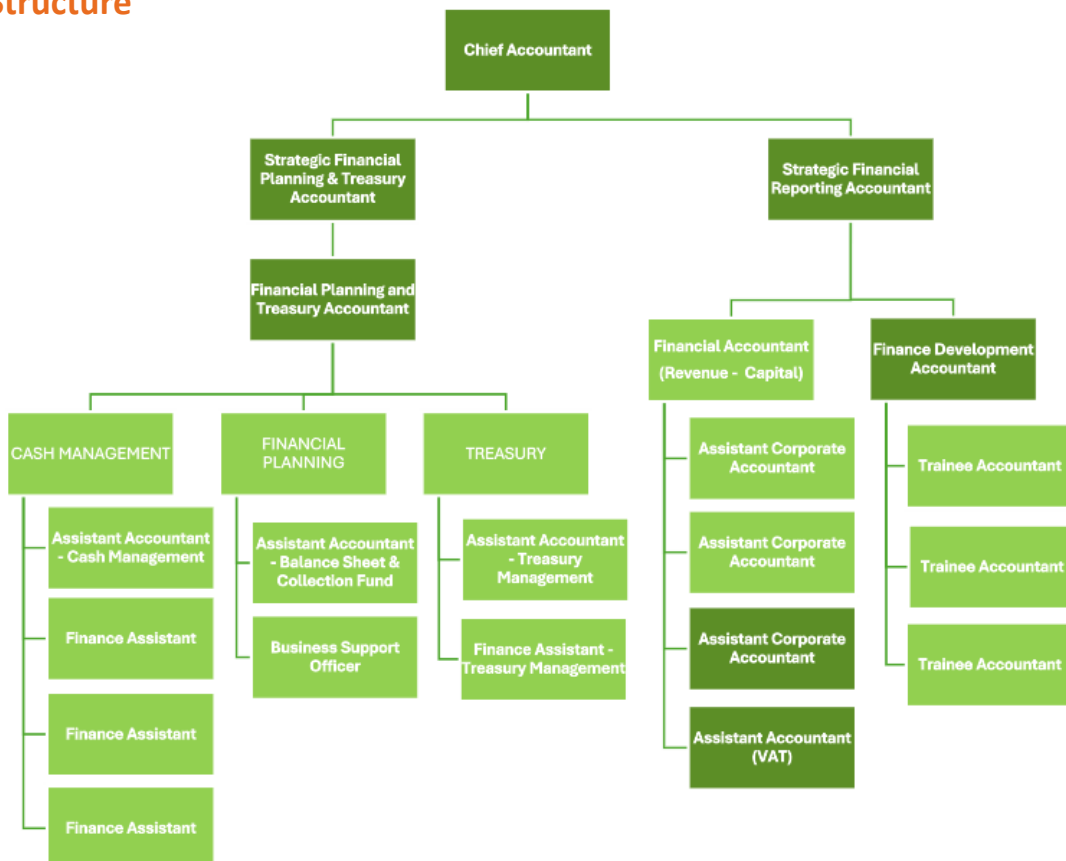
Sandwell is a metropolitan borough in the Black Country, made up of six towns – Oldbury, Rowley Regis, Smethwick, Tipton, Wednesbury and West Bromwich.

Located in the West Midlands, Sandwell borders Birmingham city, Dudley borough, Walsall borough and Wolverhampton city. The borough has excellent access to the national motorway network with five junctions feeding into the M5 and M6 motorways serving the South West, South East and North West regions of the UK.

Sandwell also benefits from a mainline train station – Sandwell and Dudley and the Midland Metro. The borough has 1,200 hectares of parks, playing fields and local green space, and over 30 miles of canals.

Sandwell Council is on a powerful journey of improvement and transformation. Having become the fastest council ever to exit intervention, and shortlisted for *Most Improved Council* at the 2025 LGC Awards, they are proud of the progress they're making and the direction they're heading. The Finance team is growing and ambitious, with a strong focus on learning and development, supporting colleagues to build rewarding careers while helping shape outstanding public services. As they work towards becoming a CIPFA-accredited employer, this is an exciting time to join a team that values talent, invests in people, and is committed to excellence.

Finance Structure





Job Description

| | |
|-------------------------|---|
| Post | Assistant Corporate Accountant x 2 |
| Responsible to | Financial Accountant – Revenue and Capital / Strategic Financial Accountant |
| Advert Reference | RB42819 |
| Contract Type | Permanent |
| Service Area | Finance |
| Salary | £42,839 - £48,226 per annum |
| Location / Base | Hybrid working with requirement of 2 days per week in office (minimum) |

Job Summary

Reporting to a Financial Accountant – Revenue and Capital / Strategic Financial Accountant the post will be responsible for duties which may include:

- Supporting the production of the annual statement of accounts.
- Applying, carrying out and processing of technical & capital accounting entries.
- Providing technical and reporting support to both Finance and Non-Finance colleagues.
- Key contact with both internal and external audit.
- The provision of financial information, advice and guidance.
- Supervision of Finance Assistants / Accountancy Trainees and deputising for Accountants where required.

Current Duties and Responsibilities

- To undertake financial year end activities in accordance with agreed processes and timescales.
- To provide financial advice and guidance to a range of stakeholders.
- To prepare robust financial modelling, including financial projections, to agreed timescales and standards.
- To complete reconciliations as required.
- To work directly with both internal and external audit.
- To maintain the Council's grant register, complete grant claims and statistical returns.
- To complete statutory returns (for example corporate VAT return).
- To support in maintaining the corporate fixed asset register.
- To control, monitor and maintain the Council's balance sheet and ensure items are reviewed regularly.
- The review, transformation, development and ongoing maintenance of financial business processes within the Council's financial management system(s).
- To assist in the development of financial reporting tools.
- To participate in the operation of the Council's Appraisal Scheme.
- Championing and executing an open culture of Equality, Diversity and Inclusion (EDI) throughout the council which reflects the council's policy, values and behaviours.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Person Specification

Qualifications

- Qualified Accounting Technician or equivalent or part qualified member of a chartered accounting body.



Experience

- A minimum of 2 years experience gained in a financial management environment preferably at least some in a public sector environment.

Training

- Training in the Council's financial systems and processes.
- Ability to demonstrate participation in relevant financial, functional and personal performance development activities, including self-learning.
- Keeping up to date with Local Government Finance and Accountancy regulations.
- Willingness to undertake any training considered appropriate for this post.

Special Knowledge

- Detailed understanding of underlying concepts and principles of the specific area within which this job operates.
- Knowledge of and ability to utilise Microsoft office-based packages (e.g. Power point, excel, word).
- Knowledge of and ability to use financial systems.

Circumstances (Personal)

- Ability to attend evening meetings if required.
- Ability to travel to all parts of the borough.
- Flexibility and willingness to work with changing and conflicting demands.

Values & Behaviours

- Ability to set and work to deadlines.
- Attentive to detail and accuracy in all work areas.
- Ability to manage own activities to deliver longer term objectives.
- Ability to communicate positively with all stakeholders.

Practical and Intellectual Skills

- Communication skills:
 - Verbal – to be able to liaise face to face and by telephone.
 - Written – to be able to produce accurate and concise documents, letters and general correspondence.
- Strong organisational and interpersonal skills:
 - Ability to understand and disseminate complex financial and non-financial data and to prepare reasoned reports from this information.
 - Ability to make decisions based upon the interpretation of financial and non-financial data.
 - Ability to organise activities in the face of conflicting demands and priorities and to work effectively under pressure.

Benefits

We really value the hard work and commitment of our employees, which is why we offer lots of benefits to suit different work and personal circumstances and a working environment that encourages and inspires excellence. Here's what's on offer if you work at Sandwell Council:

- An Exclusive Employee Benefit Retail Discount Portal.
- Phones and Computers.
- Salary Sacrifice.
- Minimum of 31 Days Annual Leave Entitlement (Including 2 Extra Statutory Days Over Christmas).
- Additional Annual Leave Upon Completion of 5 Years' Service (Increase to 36 days).
- Annual Leave Purchase Scheme.
- Free Support via an Employee Assistance and Counselling Service.



- Access to the Local Government Pension Scheme.
- Flexible Working (Flexi Time Scheme).
- Smart Working.
- Car Parking.
- Cycle to Work Scheme.

The Application Process

Please find out more and apply by visiting our dedicated microsite online here, in line with the timescales below. Please submit a CV to our retained search agent, Robertson Bell. Applications will be under continuous review before the closing date, so please submit your CV ASAP to avoid disappointment!

| | |
|---------------------------------|--|
| <i>Application Closing Date</i> | Sunday 5th April 2026 |
| <i>Shortlist Delivery</i> | Thursday 9th April 2026 |
| <i>Interview Dates</i> | Week Commencing Monday 13th April 2026 |

For further information contact our team at sandwellcouncil@robertsonbell.co.uk or 0203 824 7100.