**JOB DESCRIPTION**

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| **Job Title:** Accountant | | |
| **Directorate:** | Corporate and Commercial Services | **Division/Section:** Finance |
| **Grade: Grade 6** | | |

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| **Job Purpose:**  To assist the Assistant Director of Finance, Senior Finance Manager, Finance Manager and Senior Accountant in ensuring processes and plans are in place to support effective financial management of the Council and providing complete and accurate accounting and budget information for the relevant area |

| **Key Tasks** |
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| Generic |
| To assist the **Senior** Finance Manager (**S**FM)**,** Finance Manager (FM) and Senior Accountant (SA) in providing technical advice, guidance, briefings and training appropriate to the audience on a range of financial issues relating to high profile projects/programmes |
| To liaise on a daily basis with budget holders and other officers on financial matters. |
| To support the **SFM,** FM and SA in undertaking full monthly or quarterly closedowns of their areas including Balance Sheet items as per the prepared timetable. |
| Produce and present financial management information, budget monitoring and trading reports, which are accurate and timely, appropriate to the audience. |
| Support the A**DF**, **S**FM, **FM** and SA in the closure of accounts for the relevant area. Ensure that the Income and Expenditure Account is accurate, all Balance Sheet items are reconciled and all holding accounts are cleared on a regular and timely basis and producing accurate and complete working papers |
| To assist the SA in completing all grant claims and statistical returns for their area on an accurate, timely and regular basis. |
| Assist the A**DF**, **SFM,** FM and SA in supporting the establishment of Arm’s Length Organisations, Partnerships and Traded Services, followed by the monitoring of their performance and evaluate and review as appropriate. |
| Ensure both they and their area are following procedures and reference manuals to support consistent service delivery, and compliance with existing and anticipated legislation, regulations and codes of practice. |
| Monitor their service areas operational compliance with standing orders and standing financial instructions, internal and external audit requirements and value for money |
| To assist the ADF, SFM, FM & SA in promoting and supporting the financial awareness and budget management training of managers to ensure that non-finance colleagues are equipped to deliver their budget, income and cost control responsibilities |
| To assist in creating and reinforcing a strong customer focused, responsive flexible, "can do" culture throughout the Department |
| Able to work with a number of different financial services providers |
| To assist the SA in liaising regularly with budget holders to ensure that all plans, initiatives and projects have appropriate financial input in a timely manner |
| To assist the SA in the operating and interrogation of costing systems |
| To assist the ADF, SFM, FM & SA in cross authority work including shared services, benchmarking, and collaborative working |
| To assist in the preparation of **Director of Finance’s** comments ready for submission to the A**DF** for non**-**key decision reports ensuring that decisions are within the budgetary framework; financial regulations, constitution, EU directives, and codes of practice. |
| To deputise for the Senior Accountant as and when required. |
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| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To uphold and implement policies and procedures of the council and directorate including customer care and health and safety policies. 3. To undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure that members of the division are informed appropriately. 4. Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Colleagues within the financial service, colleagues within the council, its partners, trade union representatives, elected members, inspectors and external organisations |

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| **Relationship To Other Posts In The Department:**  **Responsible to:** Assistant Director of Finance, Senior Finance Manager, Finance Manager  **Responsible for: A number of Assistant Accountants** |
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| **Special Conditions:** |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 01-07-15 | Paul Cook | Assistant Director of Finance |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

## Accountant

**PERSON SPECIFICATION**

|  | **Selection Criteria**  **(Essential)** | **Selection Criteria**  **(Desirable)** | **How Assessed** |
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| **Education & Qualifications** | AAT qualified or equivalent or extensive experience at an Accountant level  Commitment to Continued Professional Development |  | Application Form  Interview  Certificates |
| **Experience** | A proven track record of working within a finance team, understanding and addressing the issues facing services within Local Government or similar organisation.  A proven track record in assisting and participating in the establishment and delivery of effective performance delivering high quality work to deadlines.  A proven track record of successfully setting and monitoring budgets for services, including the development of integrated costing systems and methodologies, and working with budget holders to rebalance overspends.  A proven track record of dealing with budgets for a capital project including costing for an initial scheme for inclusion in business cases and external applications for funding  Knowledge of the researching and preparing reports on financial issues and financial implications for reports, which are analytical, present clear options and are accessible to lay people.  A knowledge of assisting in the successful delivery of work programmes to meet objectives and achieve planned results through a combination of direct management and working with others.  A proven track record of successfully building relationships and partnership working with a range of internal stakeholders, and customers.  Evidence of assisting in service planning and implementing measures to promote continuous service improvement.  A proven track record of successfully assisting in the technical accounting preparation of the closure of the accounts including interpretation of accounting developments such as IFRS and capital accounting procedures  A proven track record of working with and assisting in improving a financial ledger system such as Agresso. |  | Application form  Interview  Assessment Centre |
| **Skills & Abilities** | Ability to motivate, enthuse, inform, and develop people, both within the team, and those in other departments.  Understands the impact of change on staff and is able to assist in creating a supportive environment, where team members feel able to share knowledge and innovative ideas and challenge current procedures  Able to work through problems, evaluate risks and offer practical solutions  Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences including the ability to chair and facilitate meetings with officers.  Demonstrates relentless drive for efficiency, improvement and high standards of excellence including actively seeking customer feedback, and responding to it effectively by implementing changes where necessary.  An ability to plan ahead, to challenge processes, procedures and reports and to continually improve the standard of operations.  Able to use new technologies in improving services, and modernising working processes  High personal standards, organised and able to work to deadlines and plan ahead  Able to interpret a wide range of financial and performance data  The ability to work with the customer in developing creative solutions to budgetary and operational issues. | . | Application form  Interview  Assessment Centre |
| **Knowledge** | Thorough understanding of issues facing local government, its financing and enlightened awareness of the uses of information technology.  Wide understanding of financial planning.  Knowledge of Performance Indicators National & Local  Knowledge of financial management techniques, standing orders and financial regulations  Knowledge of up to date relevant costing, project evaluation, budgeting.  Knowledge of up to date financial reporting standards and relevant CIPFA guidance and accounting procedures. |  | Application form  Interview  Assessment Centre |
| **Work Circumstances** | Must be prepared to work flexibly to meet deadlines and to attend evening meetings as required.  Must be able to visit all of the Directorate’s premises and sites.  Willingness to travel outside the Borough |  | Application form  Interview |