

**RIBBLE VALLEY BOROUGH COUNCIL
RESOURCES DEPARTMENT**

JOB DESCRIPTION

- 1. JOB TITLE:** Accounting Technician
- 2. REFERENCE NO:** RES177
- 3. SALARY SCALE:** Scale 6 (scp 18-22) £24,313 to £26,317 per annum
- 4. RESPONSIBLE TO:** Senior Accountant
- 5. JOB PURPOSE:** To provide support and assistance to the Senior Accountant on budgets and final accounts and be responsible for costing and stores.

6. MAIN DUTIES

- 6.1 Assist in budgeting and budget monitoring for Policy & Finance Committee and Planning & Development Committee.
- 6.2 Assist in the final accounts process for Policy & Finance Committee and Planning & Development Committee.
- 6.3 Assist the senior accountant on the daily cash flow and temporary investments of surplus funds on the corporate banking system.
- 6.4 Administration and monitoring of stores system, including the costing and control of vehicle fuel.
- 6.5 Monthly and quarterly reconciliation of council tax, business rates, housing benefit payments, planning fees, building regulations, licensing, land charges and car park income to the accounting system.
- 6.6 Responsible for costing, on a weekly basis, all work carried out by the grounds maintenance service and recharging the relevant service areas.
- 6.7 Assist in the administration of various grant assistance under the Policy and Finance Committee.
- 6.8 Reconciliation and payment of income tax and national insurance to HM Revenue and Customs and superannuation to Lancashire County Council.
- 6.9 Administration of capital timesheets and the calculation of oncosted hourly rates for internal use.
- 6.10 Administration and monitoring of corporate utility charges.

- 6.11 Administration of council fleet vehicle records.
- 6.12 Calculations and allocation of postage costs across council services.
- 6.13 Calculation and administration of rechargeable works.
- 6.14 Updating of the Financial Services pages on the council's website and intranet.
- 6.15 Coordination of the annual review of all Council fees and charges.
- 6.16 Assisting senior accountants with other budgeting and monitoring duties as and when required.
- 7. To be responsible for ensuring the data quality of all information related to the duties of the post.
- 8. To adhere to the Council's policies, including equal opportunities and health and safety.
- 9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required, therefore, to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Post Holder): _____

Date: _____

Signed (Head Of Service): _____

Date: _____