

Post Specification

Post Specification - Key Information

- **Post Title: Accounting Technician**
- **Date: September 2026**
- **Final Grade: 10**
- **Reports to:** Head of Finance initially, while the finance team is being established. This reporting line may change in the future as the structure of the service develops.
- **Location: Hybrid, 40% office based (1 day in Penrith, 1 day any other office across Cumbria)**

Service Area Description

Cumbria Combined Authority is a newly established organisation building the financial, governance and operational systems that will underpin its long-term success. The finance service is in a period of active development, establishing core processes, implementing new systems, and shaping the Authority's financial framework from the ground up. This is a rare opportunity to join at the beginning and help shape how the organisation operates.

Purpose of this Post

The purpose of this post is to provide flexible and reliable transactional finance support to Cumbria Combined Authority, ensuring the accurate and timely processing of invoices, credit notes, bank reconciliations, VAT reconciliations and ledger maintenance. The postholder will support the smooth operation of core finance processes, contribute to effective financial control, and assist with year-end preparation and accounting requirements as the Authority establishes and develops its finance function. This is primarily a technical and transactional accounting role, requiring an AAT-qualified or equivalent practitioner with strong attention to detail, sound financial systems knowledge and the ability to work flexibly across a developing finance service.

Key Job Specific Accountabilities

- Process supplier invoices, credit notes and other transactional finance documents accurately and promptly, ensuring correct coding, authorisation and compliance with financial procedures.
- Maintain accurate accounting records across the general ledger, purchase ledger and other relevant ledgers, ensuring transactions are recorded completely and correctly for management reporting and statutory accounting purposes.
- Complete regular reconciliations, including bank reconciliations, VAT reconciliations, control account reconciliations and other balance sheet reconciliations, investigating and resolving discrepancies in a timely manner.



- Support the preparation of year-end accounts by maintaining ledger accuracy, preparing clear working papers, analysing balances, providing audit evidence and supporting the resolution of year-end queries.
- Prepare and post routine journals, accruals, prepayments and other accounting entries, ensuring supporting documentation is retained and that balances are reviewed for accuracy and completeness.
- Work flexibly across the finance service, undertaking transactional and technical accounting tasks as required to support the establishment of effective financial processes, controls and reporting arrangements.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Management Responsibilities:** None
- **Other:** Information responsible for the maintenance of accounting records.

Essential Criteria

- **Qualifications:** A recognised accounting qualification (e.g., AAT, CCAB-part qualified, or equivalent experience demonstrating the required level of technical competence). Evidence of continuing professional development and commitment to maintaining up-to-date financial knowledge.
- **Knowledge:**
 - Experience of working with financial systems and the ability to support process development, system improvements or implementation activities.
 - Understanding of financial controls, audit requirements and statutory financial responsibilities.
 - Experience of delivering core accounting tasks such as reconciliations, journals, budget monitoring, financial reporting or year-end processes
- **Experience:**
 - Significant experience of providing accounting services. Public sector experience is not essential for this role; we welcome applications from candidates with strong transferable skills gained in any sector. However, experience of working within a regulated, audited or publicly accountable environment will be advantageous.
 - Good technical background in accounting covering all aspects of budget preparation, in year monitoring and forecasting and year end accounting.
- **Expertise:**
 - Competent use of Microsoft Office packages, especially Excel (VLOOKUP's, pivots, IF formulas etc)
 - Capacity to work effectively under pressure, prioritise and meet deadlines.
 - Ability to work with non-finance managers to provide objective and understandable financial advice.
 - Accurate numeracy, analytical and comprehension skills.
 - Commitment to high standards of integrity, confidentiality and professional conduct.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.



Job Working Circumstances

- **Emotional Demands:** Routine demands commensurate with the tasks and duties encountered in a modern office and challenging role of this type.
- **Physical Demands:** Limited physical demands, commensurate with those experienced in a normal office environment.
- **Working Conditions:** Conditions as experienced in a normal working office environment.
- **Other Factors:** 40% office based, 1 day in main office in Penrith and 1 day in any other office across Cumbria region.

