Post Specification

Post Specification - Key Information

- **Post Title: Accounting Technician**
- **Date: April 2023**
- **Post Group Number: 5936**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT9**
- **Final Grade: 9**

To be read in conjunction with the job family role profile.

Service Area Description

The Accountancy and Financial Planning team is part of the Finance Service.

The team 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. The support also ensures that the financial systems and the subsequent accounting information is robust. In particular the team lead on providing both revenue and capital budget support to managers, developing the annual Budget and five year Medium Term Financial Plan, producing the annual Statement of Accounts and undertaking financial modelling to support saving proposals and change projects.

Purpose of this Post

provide support to Principal Accountants & Accountants in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan.

Key Job Specific Accountabilities

1. To provide financial management information to support the budget setting, budget monitoring and closure of accounts processes of the Council.

2. Undertake regular maintenance of the general ledger through posting of virements, journals, scheme of delegation etc in conjunction with budget holders and in accordance with the Council's Financial Regulations.

3. Support the use of IT solutions to standardise and improve financial management processes within the Council.

4. Delivery of training programmes to budget managers and other users of financial systems across the Council.

5. To produce reports and prepare information that can be used to inform decision making by finance managers, budget managers and Members throughout the Council.

6. To adopt a flexible approach to working within the Finance Unit accepting and embracing the need to assist any service within the Council where financial support is required.

7. To undertake roles specific to the service being supported and commensurate to the grade of Accounting Technician.

Key Facts and Figures of the Post

- **Budget Responsibilities**: This role has no budget responsibility
- **Staff Management Responsibilities:** None
- **Other:** Information: responsible for maintenance of accounting Records. Equipment: a limited range of IT equipment as required to undertake the role

Essential Criteria

- **Qualifications:**
- Association of Accounting Technicians (AAT), or
- 5 GCSE / O'Level or equivalent including English & Mathematics plus relevant demonstrable experience and commitment to completing AAT studies
- Evidence of continuing personal and professional development
- **Knowledge:**
- Practical and demonstrable application and knowledge in accounting and financial services, covering budget preparation, in year monitoring and forecasting and year end accounting practices and procedures
- Practical knowledge of accounting ledgers
- **Experience:**
- Preparing grant claims and other statistical returns
- Experience in adopting a flexible approach to working supporting a broad range of service areas
- Ability to work with non-finance managers to provide objective and understandable financial advice
- **Expertise:**
- Accurate numeracy, analytical and comprehension skills
- Attention to detail
- Good manipulation of accounting ledgers and spreadsheet packages
- Competent use of Microsoft Office packages, particularly E-mail and Word
- Ability to prioritise and meet deadlines
- Good interpersonal skills
- Team worker
- Understanding of requirements of confidentiality
- Commitment to improve service
- A willingness to accommodate pressures in work through working flexibly

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Routine demand commensurate with the tasks and duties encountered in a modern office and 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: