

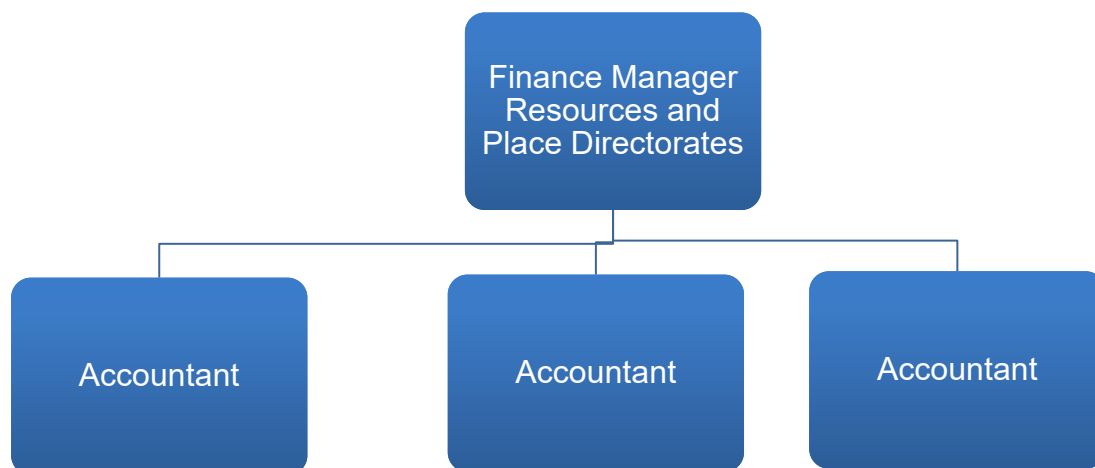
## Job Description and Person Specification

<b>Job title:</b>	Accountant
<b>Directorate:</b>	Resources
<b>Service:</b>	Finance and Property
<b>Team:</b>	Accountancy
<b>Post number:</b>	01664
<b>Salary grade:</b>	G-H
<b>Work location:</b>	Market Street Offices
<b>Reports to:</b>	Finance Manager
<b>Supervises:</b>	N/A

### Job Purpose

To undertake accounting, budgetary control and financial administration duties in respect of a group of service areas. This involves providing advice and information which assists managers in the delivery of their services.

### Structure Chart



### Main Duties and Responsibilities

- To carry out monthly and quarterly budget monitoring. Including the analysis and investigation of variances and the preparation of reports explaining these in conjunction with service managers. These reports will be discussed at the monthly management meeting held with the service units.
- To prepare annual budgets in conjunction with service budget holders, with full responsibility for input and verification of all budget information for specific service units. This will involve liaison with senior officers to ensure that the budgets are accurate and complete and are prepared on time with detailed supporting working papers to provide an

## Main Duties and Responsibilities

audit trail through the process.

- To prepare final accounts in respect of service areas. This will involve the closure of accounts, including the production of working papers to balance sheet stage. The post holder will also be responsible for the production of year end outturn reports comparing actuals to budget for the service area they support.
- To prepare any other financial information as required by the Finance Manager or Service Managers. This will involve the ability to take raw data from a variety of sources to produce meaningful information using advanced spreadsheet techniques.
- To provide advice and guidance to service units on an ad hoc basis resolving queries as they arise. This will involve reviewing and designing new systems and procedures to overcome problem areas.
- To complete required financial returns to Government departments and the completion of statistical returns to various bodies.
- To manage his/her own work to ensure that programmed timetables specified by the Finance Manager are met.
- To liaise closely with the Finance Manager who will determine the areas of work to be undertaken by the individual members of the Team. The Accountant will then take full responsibility for service provision in these areas.
- Any other duties as set being commensurate with the job grading.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

## Scope (impact on/control of resources, people, money etc)

Indirect:

Net revenue budget Resources and Place Directorates - £41 million

<b>Person Specification</b>		
<b>Qualifications</b>	<b>Essential/Desirable</b>	<b>Internal Use Only</b>
Undertaking AAT Level 4 or already a qualified Accounting Technician or equivalent (evidence required), or qualified by experience.	Essential	1
<b>Experience</b>		
3 years' experience in an accounting environment, preferably within Local Government.	Essential	1
<b>Knowledge and understanding</b>		
Understanding of the funding arrangements of Local Authorities.	Desirable	1
Understanding of accounting principles	Essential	1
<b>Skills and abilities</b>		
Must be competent in the use of Microsoft Office packages, specifically Excel.	Essential	1
Must have experience of working with financial systems.	Essential	2
Experience of undertaking data reconciliations.	Desirable	1
<b>Work-related personal qualities</b>		
Team working skills.	Essential	1
Time management skills and ability to prioritise tasks.	Essential	2
Experience of liaising with all levels of management.	Desirable	1
Strong communication skills (presentational, written and verbal).	Essential	3
<b>Other work-related requirements</b>		
Enhanced DBS check with relevant barred list/s.	Yes/No	
Is this post politically restricted?	Yes/No	