

# TECHNICAL ACCOUNTING OFFICER



**PLYMOUTH**  
CITY COUNCIL

## Role Profile

<b>Title</b>	Technical Accounting Officer	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	N885	
<b>Reports to:</b>	Principal Technical Accountant	
<b>Work style Definition</b>	Office based hot–desk/touch down worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	Provide effective support to clients and senior finance colleagues regarding the timely provision of accurate information, financial or otherwise to aid the decision-making process and the production of management and statutory accounts and financial/statistical returns. Make a positive contribution towards the achievement of the Finance Department and clients' objectives contributing to the development of systems and working practices to improve Financial Management, Financial Standing and Reporting for internal control for clients and the Council.	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>Ensure that statutory, corporate and departmental deadlines are met for central budget preparation including knowledge of past trends in order to assist in setting future budgets. (20%)</li> <li>Using previous year's data, estimate the following years charges and meet with budget holders to discuss budget controls and identify savings and pressures within the service. (20%)</li> <li>Reconciling and assisting with monitoring accounts, financial planning, investigating errors and processing accounting adjustments. (20%)</li> <li>Provide financial information to senior colleagues to ensure departmental deadlines are met. (15%)</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>Reporting from financial systems</li> <li>Accurate production of accounts</li> <li>Accurate and timely updates of data</li> <li>Accurate technical advice</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Prepare for closure of accounts and assist with end of year reconciliations. (10%)</li> <li>▪ Coordination and completion of statistical returns. (5%)</li> <li>▪ Realignment of budgets, making recodings, transferring incomes expenditures and budgets where necessary on consultation with senior colleagues. (10%)</li> </ul>	
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Planning and organising of own work in consultation with senior finance colleagues, demonstrating good organisational skills by agreeing targets and deadlines, ensuring effective and efficient use of the financial systems and PC applications as appropriate. (20%)</li> <li>▪ Undertake accounting for very large amounts, including budget monitoring (20%)</li> <li>▪ Run financial reports from the general ledger to update spreadsheets. (15%)</li> <li>▪ Undertake reconciliation of PCC bank accounts to the control account and various suspense accounts. (15%)</li> <li>▪ Produce monthly set of Trading Accounts (15%)</li> <li>▪ Offer effective support across the Council of the capital programme, ensuring deadlines are met and providing accurate information on capital accounts, financial forecasting, grants and statistical returns and internal and external funding streams (5%)</li> <li>▪ Assist with Treasury Management activities (5%)</li> <li>▪ Arrange grant payments to voluntary bodies and ensure the officer makes the claim back to the Department Communities and Local Government in a timely manner (5%)</li> <li>▪ Carry out other duties appropriate to the grade of the post.</li> </ul>	
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of budget preparation, budget monitoring and reconciliations</li> <li>▪ Knowledge and understanding of the principles relating to Financial Systems.</li> <li>▪ Awareness of Local Government Finance</li> <li>▪ Degree/AAT qualified or equivalent and/or demonstrable experience working in accountancy or audit environment.</li> </ul>	
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Awareness of accounting standards and codes of practice.</li> <li>▪ Experience of systems maintenance.</li> <li>▪ Knowledge of planning and organising individual workloads.</li> <li>▪ Experience of using Financial Systems.</li> </ul>	

<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of using digital financial management systems or equivalent typing/word processing qualifications.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Reasonable recent experience of local authority finance.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Good Microsoft Excel skills.</li> <li>▪ Analytical, judgement and creative skills are required to monitor projects and provide financial information to project managers, analyse and interpret information to solve varied problems.</li> <li>▪ Planning skills required for several weeks in advance in order to monitor and update the medium term financial forecast.</li> <li>▪ Communication skills required to provide advice and guidance to managers regarding budgets and expenditure.</li> <li>▪ Keyboard skills required with precision and speed in order to accurately input and update data.</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	