

SENIOR TECHNICAL ACCOUNTING OFFICER

Role Profile



Title	Senior Technical Accounting Officer	
Grade	GRADE F	
Reference:	N865	
Reports to:	Principal Technical Accountant	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	To provide effective support to clients and senior finance colleagues regarding the timely provision of accurate information, financial or otherwise, to aid the decision making processes and the production of management and statutory accounts and financial statistical returns. Provide specialist advice and assistance in respect of specific areas of financial management i.e. VAT, funding, Treasury Management, Assets, Schools etc.	
Key accountabilities and key measures	<p>Role outcomes</p> <p>Finance and Budgets (30%)</p> <ul style="list-style-type: none"> The role involves accounting for very large sums of money, responsibility for accounting for individual service areas such as Transport, Infrastructure and Engineering, Planning and Regeneration, Asset Management and Environmental Regulation. This involves preparing budgets, monthly budget monitoring, closing of end of year accounts, providing information guidance and advice to budget holders to facilitate planning and control. Responsible for preparing draft accounts for partnership companies, reconciling and checking grant claims, reconciling and checking VAT returns and costing for any changes in service. <p>Data and information (25%)</p> <ul style="list-style-type: none"> Responsible for handling and 	<p>Role measures</p> <ul style="list-style-type: none"> Accurate production of accounts Accurate and timely updates of data Successful development of staff Accurate technical advice

	<p>processing of manual and computerised information on the council's financial databases particularly with regard to Civica General Ledger system where data is collated to produce 3 year financial budgets and forecasts, budget maintenance, suspension and raising of new cost centres. Ensuring all Excel spread sheets are up to date and data is input accurately.</p> <p>Supervision of others (25%)</p> <ul style="list-style-type: none"> ▪ Responsible for the supervision, coordination and training of other employees in relation to budget monitoring and preparation of trading accounts, and other specialisms required across the Council. This involves complete handover of work, provision of procedural notes and allocation of individual tasks. Providing advice and training to budget managers and support staff of a particular service area <p>Other duties (20%)</p> <ul style="list-style-type: none"> ▪ Supports the delivery of a cost effective and efficient Finance service to the whole authority by ensuring accurate information is provided and performance indicators are met. ▪ Provide the technical knowledge and expertise in relation to specific areas of Finance i.e. VAT, funding, Treasury Management, Assets, Schools etc. Contribute to the development and delivering of statutory requirements with regard to the finance service objectives, working within statute, accounting standards, principles and accounting codes of practice and council policies as directed by senior finance colleagues. 	
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Key activities	<ul style="list-style-type: none"> ▪ Preparation of working papers in an acceptable format for auditors, converting data from existing systems and it is essential that these are presented in an accurate and detailed format to protect the integrity of any claim. (20%) ▪ Design reports and spread sheets for the financial systems team to set up for users with unique requirements. Handling of this data is confidential. (25%) ▪ 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. (25%) ▪ Support the Finance Service to develop greater flexibility, improve core financial services and develop an effective and consistent financial management partnership with users (30%) ▪ Carry out other duties appropriate to the grade of the post.
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Qualified AAT or equivalent, or significant experience of working in a professional finance environment and prepared to work towards full qualification (AAT) or equivalent within 3 years ▪ Knowledge and understanding of grant claims, statistical or financial returns and principles of financial systems ▪ Knowledge of relevant legislation and regulation in relation to the specialist finance area supported by the post.
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Full driving licence where appropriate to specialism.
Essential experience	<ul style="list-style-type: none"> ▪ Demonstrable experience in a specialist financial environment to include areas such as VAT, funding, Treasury Management, Assets, Schools etc. Reasonable experience providing financial advice to senior management Knowledge and awareness of local government finance including sources of funding. ▪ Reasonable recent experience of budget preparation, budget monitoring, financial reporting, closure of accounts and reconciliations ▪ Experience of PC applications to include Microsoft Office and Excel
Desirable experience	<ul style="list-style-type: none"> ▪ Demonstrable recent experience of local authority finance ▪ Experience of using council's financial systems
Essential skills	<ul style="list-style-type: none"> ▪ Interpersonal and communication skills to exchange orally or in writing information both financial and otherwise, to clients, senior finance colleagues and to team members. This involves utilising persuasive skills in order to ensure all required financial and other procedures are met.

	<ul style="list-style-type: none">▪ High level of numeracy and literacy skills to analyse, and interpret complex data. As part of budget monitoring the role involves checking all service areas for discrepancies, investigating and consulting with budget holders.▪ Keyboard skills where accurate data entry is essential to ensure robust financial reports for members, senior managers etc.
Corporate standards <ul style="list-style-type: none">▪ 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.▪ 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.▪ Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures.▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.	