

Job Description

Accountant

Final

Date: December 2019

POST: ACCOUNTANT
SERVICE: FINANCE & COMMERCIAL SERVICES
SECTION: MANAGEMENT ACCOUNTING
BAND: 6
REPORTS TO: Management Accountant
RESPONSIBLE FOR: N/A
TYPE: Hot desking in Basildon Centre

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

This role is within the Management Accounting Team which is responsible for the preparation and regular budget monitoring of the General Fund budgets, including the annual Council Tax setting process. The Team also supports the corporate transformation agenda in particular with regard to accounting and monitoring efficiency targets as well as providing innovative professional accountancy support to a range of front-line and support services.

Main duties of the Management Accounting Team include:

- Development of the Council's Medium Term Financial Strategy.
- Development and preparation of the Financial forward forecast modelling.
- Preparation of the Council's annual budget for the General Fund for Council Tax setting.
- Preparation of information for the completion of the annual statutory final accounts for the General Fund in accordance with accounting practices.
- Providing Members and Officers of all directorates with appropriate guidance and training on financial issues.
- Preparation of regular budgetary control reports for presentation to the Senior Leadership Team, Members and Committees in support of the Section 151 responsibilities.
- The provision of a business advisory role and guidance on financial matters and support to cost centre managers.
- Maintenance of corporate financial management systems (FMS) including General Ledger and Purchase Ordering.
- Support the organisation in the delivery of the corporate transformation agenda, including monitoring achievement of targets.

GENERAL INFORMATION

Finance and Commercial Services plays a major role in supporting effective management of Council finances and secure stewardship of Council funds. This is achieved by providing financial advice on all corporate and service developments in order to support corporate

decision making arrangements. The Service is responsible for development of the Council's medium term financial strategy and the annual budget setting process to ensure effective delivery of the Corporate Plan. The Service also has to be flexible to meet the demands of legislative changes and is required to be reactive to client needs and external influences.

Finance and Commercial Services consists of the following functions: Financial and Management Accounting; Commercial; Treasury Management; Financial Performance Monitoring; Business Engagement; Income Controls; Financial Systems; Creditors; and Banking Arrangements.

DUTIES

1. Preparation of the annual budget estimates to agreed guidance and deadlines to feed into the overall budget setting process.
2. Assist in the collation of data for the annual review of fees and charges.
3. To ensure efficiencies are processed in a timely manner and budget pressures are highlighted as appropriate for decision making.
4. Regular budgetary control and reporting to senior management and relevant business managers. To include day-to-day liaison on budget and service issues and financial controls. Provision of other financial information to senior management and business managers, as and when appropriate.
5. To provide a business advisory role and guidance on financial matters and support to cost centre managers. There is a requirement to ensure resources are used effectively to deliver key priorities and that any budget performance issues are identified and addressed.
6. Provide prompt advice and guidance as appropriate to all staff and managers, and to deal with difficult and/or complex enquiries arising, for example from members of the public and external agencies.
7. To contribute to the preparation of the Council's Annual Financial Report (AFR) to the agreed timetable.
8. To assist in the accurate completion and despatch of all appropriate grant claims and returns (including government returns) by the due date. To ensure that all monies the team is responsible for that are due to the Council are claimed to maximise resources.
9. To ensure that relevant internal controls are adhered to and continue to be effective.
10. To provide effective relevant training to both the Service and the organisation when required.
11. Have an up-to-date knowledge of relevant legislation, professional practices and developments.
12. Enforce the Financial Regulations and other specific policies to ensure compliance including regular review of the Financial Procedures Notes.
13. Have an awareness of overall Council policies, aims and management initiatives.

14. Be committed to the aims and objectives of Finance and Commercial Services and to be aware of the service's responsibilities in achieving these aims. Effectively promote and support a team approach to achieve this. To promote positive communication across the organisation, encourage constructive relationships, including with the Council's key partner agencies.
15. Be part of multi-disciplinary teams as required to deliver corporate projects, involving working with other managers from other services and partner organisations.
16. Undertake all the duties within the framework of Equal Opportunities.
17. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
18. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Accountant	Date Prepared:	December 2019
Department:	Finance & Commercial Services	Band:	6

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Relevant experience of local government finance and general local government procedures.	✓		AF/I/T
1.2	Experience of liaison with budget managers and senior staff.	✓		AF/I
1.3	Experience in producing written reports on complex issues tailored to the needs of different audiences.	✓		AF/I/T
1.4	Good communication and inter-personal skills combined with a flexible and thorough approach. A high level of written, oral and presentational skills.	✓		AF/I/T
1.5	A professional and motivated self-starter with the ability to work well both as an individual and as part of a team.	✓		AF/I
1.6	Ability to take the initiative and think creatively and flexibly to resolve complex problems.	✓		AF/I
1.7	Ability to work under pressure and achieve pre-determined deadlines including responding quickly to new initiatives with tight deadlines.	✓		AF/I
1.8	Excellent IT skills including strong technical experience of financial management systems and desk top analytical tools.	✓		AF/I/T
1.9	To be able to assess a dilemma logically and laterally and deal with it accordingly, including knowing when to refer the problem to more senior management.	✓		AF/I
1.10	Developed skills in prioritising work.	✓		AF/I
1.11	Ability to train others effectively on the use of the financial systems and the application of financial procedures.	✓		AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
2.	COMPETENCIES			
2.1	WORKING WITH PEOPLE <ul style="list-style-type: none"> a) Demonstrates an interest in and understanding of others b) Adapts to the team and builds team spirit c) Recognises and rewards the contribution of others d) Listens, consults others and communicates proactively e) Supports and cares for others f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses 	✓		AF/I/T
2.2	PERSUADING AND INFLUENCING <ul style="list-style-type: none"> a) Makes a strong personal impression on others b) Gains clear agreement and commitment from others by persuading, convincing and negotiating c) Promotes ideas on behalf of self or others d) Makes effective use of political processes to influence and persuade others 	✓		AF/I/T
2.3	ANALYSING <ul style="list-style-type: none"> a) Analyses numerical data, verbal data and all other sources of information b) Breaks information into component parts, patterns and relationships c) Probes for further information or greater understanding of a problem d) Makes rational judgements from the available information and analysis e) Produces workable solutions to a range of problems f) Demonstrates an understanding of how one issue may be a part of a much larger system 	✓		AF/I/T
2.4	DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS <ul style="list-style-type: none"> a) Focuses on customer needs and satisfaction b) Sets high standards for quality and quantity c) Monitors and maintains quality and productivity d) Works in a systematic, methodical and orderly way e) Consistently achieves project goals 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	COPING WITH PRESSURES AND SETBACKS			
2.5	<ul style="list-style-type: none"> a) Works productively in a high pressure environment b) Keeps emotions under control during difficult situations c) Balances the demands of work life and personal life d) Maintains a positive outlook at work e) Handles criticism well and learns from it 	✓		AF/I/T
3.	EDUCATION AND TRAINING			
3.1	AAT qualified (or higher) with 3 years local authority experience.	✓		AF/I